

# **Jaffrey Public Library**

## **Public Volunteer Policy**

Volunteers are important to the success of the Jaffrey Public Library and to the delivery of services to the Jaffrey community. The Library and its staff value the time and commitment of citizens who volunteer. Volunteers help, under the direction of the staff, to provide support in implementing the mission and programs of the Library.

To comply with New Hampshire Department of Labor Laws, the Jaffrey Public Library uses volunteers to supplement and complement, but not to replace, the efforts of paid Library staff. Library volunteers may help extend and enhance the work of paid staff but will not be utilized to displace any paid employees from their positions. Volunteers will not be placed in positions that could jeopardize the Library's ability to operate if a volunteer failed to report to work.

- Volunteer assignments will be organized by library staff.
- Each volunteer shall perform duties under the supervision of a designated staff member.
- Prospective volunteers are asked to complete a Volunteer Application.
- Placement of an applicant is based on qualifications, schedule and available opportunities and is not guaranteed. Applications not matching any current openings will be kept on file for one year from the date of submission.
- Before beginning REGULAR, ongoing volunteer assignments, adult volunteers must agree to a background check. Any issues that are reported may be discussed with the applicant at the discretion of the Library Director and may affect one's ability to volunteer at the library.
- Teen volunteers (ages 14-17 years old) are required to have signed parental permission, a Youth Employment Certificate and photocopy of proof of age (birth certificate or driver's license).
- Volunteers are expected to work as scheduled or call the Library if they will be absent.
- Volunteers are expected to uphold the same confidentiality, performance and behavior standards as paid Library staff.
- Volunteers will not work at jobs that require confidentiality of patron records and accounts.
- It is mutually understood that volunteer services are donated. Volunteers are not entitled to, nor should they expect, any present or future salary, wages or other benefits for their voluntary service.
- Nothing in these guidelines shall be deemed to create a contract between the volunteer and the Jaffrey Public Library or the Town of Jaffrey.
- Both the volunteer and the Library have the right to terminate the volunteer's association with the Library at any time and for any reason, with or without cause.