

## Sandown Public Library Volunteer Policy

The Sandown Public Library welcomes the skills and talents of volunteers to support and extend the services of the library. Volunteer time, energy and goodwill are invaluable assets to the Sandown Public Library. Volunteerism enhances the library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the library's relationships throughout the community. 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 Sandown 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.

- Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.
- Volunteer assignments will be organized by staff at the Sandown Public Library. Each volunteer shall perform duties under the supervision of a designated staff member.
- Prospective volunteers are asked to complete a Sandown Public Library Volunteer Application and a Volunteer Agreement Form. If the individual's qualifications, interests and schedule match an available volunteer position at the Library, he/ she will be notified. Placement of an applicant may not always be available. Applications not matching any current openings will be kept on file for one year from the date of submission.
- Teen volunteers (ages 16-17 years old) are required to supply a signed letter from a parent or guardian and photocopy of proof of age (birth certificate or driver's license).
- The Sandown Public Library will not accept court appointed volunteers. Volunteers are expected to work as scheduled or call the Library if they will be absent.
- Volunteers who fail to fulfill a volunteer assignment without prior notification may be terminated.
- Volunteers must uphold the same confidentiality, performance and behavior standards as paid library staff.
- Volunteers may not work at the circulation desk or 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 Sandown Public Library or the Town of Sandown. Both the volunteer and the Sandown Public Library have the right to terminate the volunteer's association with the library at any time and for any reason, with or without cause. The library reserves the right to terminate the services of the volunteer at any time.

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All library volunteers will be asked to complete a Volunteer Information Form that will be kept on file at the library. Volunteers interested in obtaining a paid position at the library are subject to the library's employment process.




The Sandown Public Library will abide by all New Hampshire State laws concerning volunteers at not-for-profit agencies. Volunteers must be aged 14 or older. In addition, minors may only work as volunteers with the written consent of a parent or legal guardian.

Volunteers are expected to have a good knowledge of the mission of the library and to operate within the stated policies and procedures. The library's mission statement and its policies/procedures are made available to every volunteer. Volunteers are asked to keep a record of hours they work each week. They are always expected to maintain patron confidentiality.

Volunteers may be subject to a background check depending on role and tasks assigned. Any volunteer working directly or indirectly with children must be supervised by a Library employee at all times.

This policy has been established by the Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board.

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<u>Name:</u>	<u>Signature &amp; Date:</u>
Carol Busby, Chair	
Carol Fournier, Treasurer STEPHEN BROWN	
Diana True, Vice Chair	Diana True 10/13/2022
Julie Drouin	 10/13/22
Melissa Tiney, Secretary	Melissa Tiney 09/28/2022



## VOLUNTEER APPLICATION (Reviewed August 2022)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ phone \_\_\_\_\_

Age if between 16 & 17 \_\_\_\_\_ (Signed letter from parent or guardian; proof of age)

Previous Volunteer Experience \_\_\_\_\_

Have you volunteered or worked in a library before? \_\_\_\_\_

Please list any special skills that may be of interest to the Library \_\_\_\_\_

Please list any special accommodations we need to consider: \_\_\_\_\_

Availability (Circle all that apply) Mon. Tues. Wed. Thur. Sat. (school year only)

How long do you plan to serve as a volunteer?

Short-term

Regular, on-going (Volunteer may be required to pay for a background check)

Your areas of experience and interest are:

Bake for Programs/ Events

Craft preparation

Special projects/ displays

Fundraising

Materials processing

Cleaning books, DVD's, etc.

Photocopying, collating, etc.

Landscape Assistance

Write book reviews

Light cleaning/ dusting

Publicity/ Marketing

Library Board of Trustees Positions (7 elected, 3 appointed Alternates)

Other \_\_\_\_\_

### Confidentially Agreement:

I understand that it is the policy of the Sandown Public Library to protect the privacy of those who use the Library. I also understand that during my volunteer service, I may have access to personal information about Library patrons, including their requests for materials. I agree to hold all information in complete confidence. In addition, I understand that a breach of confidentiality is grounds for dismissal for volunteer services.

I have received a copy of the Public Volunteer Policy

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

