

Freedom Public Library

VOLUNTEER POLICIES

Acknowledgement

The Freedom Public Library and its Trustees recognize that volunteers are a valuable resource for the Library. Their efforts help the Library to achieve its mission to provide a warm and welcoming environment for the community. Volunteers help the Library connect to other groups and organizations. They also can be valuable advocates for the Library. Library staff will support Library volunteers, recognize their contributions, and ensure a supportive and welcoming volunteer experience.

Selection

Freedom Public Library volunteers are coordinated by the Library Director, with the help of Library staff. Each volunteer must complete an application which will be kept on file in the Library. Volunteer talents, experience, availability and interests will be considered in assignments.

Volunteers may be interviewed to better determine their interests and levels of experience. Volunteers may be required to provide personal references or background information to ensure their suitability as Library volunteers. Volunteers working with children's programming may be subject to a background check.

The Library Director or the volunteer may terminate the volunteer agreement at any time, for any reason permitted by law, with or without cause and with or without notice.

Youth Volunteers

Volunteers must be at least 14 years of age.

- 14-15 year olds must obtain a work permit issued by the state of New Hampshire. Applications for work permits can be obtained from the Library, or at the New Hampshire Department of Labor website.
- 16-17 year olds who do not already have a work permit must submit a parental permission form from the Department of Labor.

Conduct

Freedom Public Library volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees.

Freedom Public Library volunteers will be bound by rules contained in all Library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality.

Record of Hours

Volunteers are asked to record their hours of service with the Volunteer Timeclock, accessible from either of the computers at the Circulation Desk.

Volunteer Vehicles

Freedom Public Library volunteers must have automobile insurance if they are driving on Library business, like delivering books to homebound patrons, or picking up food for a program. In case of an accident, their personal auto policy is the primary source of recovery for themselves and/or other parties involved. Volunteers may be asked to verify coverage before using their vehicle for Library purposes.

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