



8 Route 129 | Loudon, NH 03307 | MaxfieldLibrary.com | (603)798-5153

## **Volunteer Policy**

### **Purpose**

The Library accepts and encourages volunteers as part of our goal to reach out to our community. Volunteers support the work of staff members and our connection to the public. According to New Hampshire Department of Labor and U.S Department of Labor Laws, employers may not use volunteers in place of paid staff. Therefore, volunteers at the Maxfield Public Library supplement and complement the work of employees.

### **Selection**

Volunteers must be 14 years of age or older, and are selected based on their needs and the needs of the library at any given time. Selection and supervision of volunteers is the responsibility of the Director and staff on duty at the time of volunteer service. Individuals seeking volunteer assignments at the library in order to meet a requirement set by an outside agency for the performance of community service are subject to the selection process and all other provisions of the volunteer policy.

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. Prospective volunteers must complete a Maxfield Public Library Volunteer Application. 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.

Before beginning regular, ongoing and long-term volunteer assignments, volunteers 18 and older must agree to a background check, to be paid by the volunteer. Teen volunteers are required to supply a signed letter from a parent or guardian and photocopy of proof of age (birth certificate or driver's license). New Hampshire Department of Labor defines use of youth volunteers under 18 years of age as casual employment. Specific paperwork is required for youth to be volunteers, including Youth Employment Certificate, and application.

## **Participation**

Volunteers may be asked to perform any of the following tasks:

- Shelving books and other library materials
- Reading and organizing shelves
- Working on library grounds (gardening, weeding)
- Carrying out one-time projects
- Craft Preparation
- Inventory, shifting collection.
- Assisting with special library events (parties, fundraisers, etc.)

Volunteers are asked to inform the Director when they are unable to attend a scheduled time.

Volunteers are asked to keep a record of hours they work each week. Volunteers are not permitted access to patron or circulation records, and they are expected to maintain patron and staff confidentiality at all times.

Both the volunteer and the Maxfield 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.

## **Compensation**

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.

## **Trustees as Volunteers**

According to **NH RSA 202-A:11**, elected library trustees have certain responsibilities, including the appointment of a librarian (who is not a trustee) to oversee the day-to-day operations of the library. Elected library trustees have volunteered to hold their trustee position, and have fiduciary and legal responsibility for the library as a whole. If a library trustee wants to volunteer in the library in a capacity other than being a trustee, the volunteer duties should be clearly spelled out in a volunteer agreement signed by the volunteer and the library director in order to show that the volunteer duties are not related to the individual's duties as a trustee. There is a potential for conflict of interest in this situation given that the trustee would be supervised by library employees that are either hired by the Board of Trustees or hired by the library director and approved by the Board of Trustees.

\_\_\_\_\_ Date \_\_\_\_\_  
(trustee)

\_\_\_\_\_ Date \_\_\_\_\_  
(trustee)

\_\_\_\_\_ Date \_\_\_\_\_  
(trustee)

Adopted 2/2023