

## **Cook Memorial Library, Tamworth, NH**

### **Policies**

#### **II. G. Volunteers (Adopted 5/13/2013, revised 8/14/2023)**

- All prospective volunteers must be interviewed by the Library Director.
- Volunteers are any individual age 14 or above who assist with work done at Cook Memorial Library, without remuneration, as part of an authorized volunteer program. Volunteers under age 18 must have a signed parental permission slip and those ages 14-16 must get valid working papers as well.
- All volunteers over the age of 18 shall be required to have a criminal background check to be paid by the library. Volunteers may begin service while the background check is in process, but may not have unsupervised time with children or elders in that period.
- Volunteers are required to uphold the same confidentiality, performance and behavior standards as staff. Patron information shall not be communicated to others by casual conversation or careless treatment of records.
- Volunteers shall be informed of safety and security measures. They are not covered under Worker Compensation. Volunteers must be covered by their own vehicle insurance if their volunteer activity includes use of a vehicle and are liable for their own fees for traffic offenses. Mileage reimbursement is not provided. The Town of Tamworth carries liability insurance and volunteers are covered under the provisions of RSA 508:17, the Volunteer Immunity Law.
- Paid staff of the Cook Memorial Library may not volunteer at the library.
- The library staff and Trustees shall recognize volunteers for their service each year.
- Volunteer service requires the completion of the Volunteer Service Application. (See Appendix)