

## PEASE PUBLIC LIBRARY VOLUNTEER POLICY

The Pease Public Library recognizes that volunteers are a valuable resource for the library. Their energy and talents help the library meet its commitment to providing quality service to the public. Since volunteers enhance rather than replace adequate staffing, the Pease Public Library shall make use of the services of interested volunteers to supplement and not replace the work done by library staff. Volunteer services aid the library in making the best use of its fiscal resources and help connect the library to other community groups and organizations.

### Definition:

**Volunteer:** A volunteer shall be considered as any individual, 18 years or older, who assists with tasks and/or projects at the Pease Public Library, without remuneration.

**Youth volunteer:** A youth volunteer shall be considered any individual age 14-18 who assist with tasks or projects at the Pease Public Library.

The Pease Public Library values the time and interest of its citizens who would like to volunteer. All individuals 18 years or older, interested in volunteering at the Pease Public Library must complete an application form and a New Hampshire State Police Criminal Background check application. The Pease Public Library will cover the cost of the criminal background check. Prospective volunteers under the age of 18 must have signed permission from their parent or legal guardian. After the criminal background check is cleared, prospective volunteers will meet with the Volunteer Coordinator or an appropriate staff person to be interviewed for placement.

Pease Public Library volunteers are bound by the rules contained in all Library policies and guidelines, especially by those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Pease Public Library or the Town of Plymouth. Both the volunteer and the Pease Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Neither the Town of Plymouth nor the Pease Public Library will provide any medical, health or accident benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

The Town of Plymouth maintains a strong equal opportunity policy. Volunteers are recruited, placed, trained, recognized and dismissed on the basis of competence, job performance, and library need without regard to race, creed, color, religion, gender, sexual orientation, age, national origin, marital status, disability, or political affiliation.

**Youth volunteers:** The Pease Public Library follows New Hampshire and United States Department of Labor child labor law and recommended procedures as it related to youth volunteers. The Pease Public Library requires proof of age for all youth volunteers.

### Dress Code:

Volunteers' personal appearance contributes to a favorable public image for the library. Volunteers are expected to dress neatly and modestly. Jeans and knee length shorts are permitted. Miniskirts, halter tops, tube tops, and other revealing apparel may not be worn while volunteering at the library. Bare midriffs, low necklines, the showing of undergarments, low hanging pants or wearing T-shirts or sweatshirts bearing inappropriate messages or logos are unacceptable.

Volunteers are expected to wear a name tag designating them as volunteer and their first name.

Training and Supervision: The Volunteer Coordinator and the Library Director coordinate the volunteer program. Volunteers will receive specific training in their assigned duties from the library staff member who directly supervises their work. Individuals are asked to wear a name badge that identifies them as a volunteer while they are working in the library. Volunteers are expected to refer all requests for information to the library staff, other than purely directional questions (for instance "where is the bathroom?", "where is the Children's room?", etc.)

Work Schedules: Volunteers shall only work when the library is open and only when adequate supervision is available. Schedule is determined by the task or the project. Individual work schedules and specific time commitments will be mutually arranged in advance by the volunteer and the Volunteer Coordinator or immediate supervisor. We ask volunteers to be reliable in their commitment to the library and to notify the library in advance if they are unable to work their regularly scheduled time slot. In occasions of inclement weather, volunteers are asked to check the library website, or check [wmur.com](http://wmur.com) for library closing information.

Leaving Volunteer Service:

A Volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made. Whenever possible, the library will make an effort to reassign the volunteer. However, if no other mutually suitable volunteer position exists at the time the volunteer will be asked to discontinue service and his or her application will be kept on file for one year, subject to review should a suitable position become available during that time.

In the event that a volunteer is unable to adequately perform the duties assigned to him or her, and no other appropriate positions are available, the volunteer may be removed from service.

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Adopted by the Pease Public Library Board of Trustees, July 18, 2019.