



## **Volunteer Policy**

The mission of the Conway Public Library volunteer program is to encourage and expand the involvement of community members in the growth of the Library and themselves. Library volunteers enhance library services by supplementing library staff, however volunteers cannot take the place of a paid staff member. Similarly, any individual shall not be considered a volunteer if the individual is otherwise employed by the Library to perform a similar type of service. Work completed by library volunteers is considered casual and informal. Examples of this type of work include assisting with library programs and events, sorting and selling items donated to the library, gardening and maintaining the library park, helping keep library shelves organized and items in the correct location, and general office or clerical duties.

A volunteer must be officially accepted into the volunteer program by the Library prior to performing any task. Adult volunteers must complete and submit the Volunteer Application Form to be considered for the volunteer program. Youth volunteers must abide by the additional criteria detailed below. Volunteer applicants will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the Library. All volunteer information will be kept for internal use only and accorded the same confidentiality as staff personnel records.

Volunteers act as ambassadors of the Library and are therefore bound by the rules contained in all library policies and personnel manual. Both the volunteer and the Conway Public Library reserve the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Pursuant to NH RSA 201-D:11, library staff and volunteers are required at all times to respect the right to privacy of patrons and employees. If a volunteer finds themselves in a position to observe peoples' reading choices, or other personal information, these observations must not be shared with anyone outside the Library.

Neither the Town of Conway nor the Conway Public Library will provide any medical, health, or accident benefits for any volunteer. The Library does not assume responsibility for any injury that a volunteer may sustain. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer. The Library tries to ensure that volunteer tasks are always safe. If there is a task a volunteer feels uncomfortable doing, it is their responsibility to let a staff member know.

## **Background checks**

Volunteers who work directly with children shall be subject to a criminal background check. The background check must be completed before any volunteer service can begin. The cost of the background check shall be paid for by the Library.

A parent or guardian who is assisting in a program that their child is participating in shall not be considered a volunteer and is not subject to a background check.



### **Youth Volunteers**

The minimum age for youth to volunteer at the Conway Public Library is 14 years of age or older. Volunteers age 17 or younger will not be permitted to volunteer during school hours or for more than 3 hours each day. To comply with both state and federal laws, the following items must be on file for any youth volunteer that is volunteering under the auspices of the Library:

- NH Youth Employment Certificate
- NH Department of Labor Parental Permission Form
- Proof of age showing the volunteer is 14 years of age or older