

EPL VOLUNTEERING POLICIES

Purpose of the Volunteer Program

The purpose of the volunteer program is to encourage members of the community to be involved in their library in an organized, knowledgeable manner.

Role of Volunteers

Volunteers bring enthusiasm, energy, added talents and a fresh perspective to the Library. They are recognized as key contributors to the success and

mission of the Effingham Public Library. This policy serves to provide a guideline regarding the participation of volunteers in the Effingham Public Library.

Volunteers are required to uphold the same confidentiality, performance and behavior standards as the paid staff. They are not covered under the Workman's Compensation laws and receive no other benefits. They do not replace paid staff.

Volunteers may be asked to perform any of the following tasks: shelving materials, reading and organizing the shelves, repairing books, carrying out one-time projects, assisting in shifting books, photocopying, programming, and other tasks that might be assigned.

Selection and Termination

Effingham Library will comply with all Federal and State laws that apply to volunteers.

Volunteers are selected based on their qualifications, the needs of the library at any given time and the Director's discretion. Selection and supervision of volunteers is the responsibility of the library director and his/her designee. Volunteers must have their library accounts in good standing with no overdue books and/or money owed for replacement copies.

A volunteer information form must be filled out and signed by the volunteer.

The forms will be kept at the library.

Volunteers under the age of 18 must have their information forms signed by their parents or guardians. Volunteers must be aged 14 or older. In addition, minors may only act as volunteers with the written consent of a parent or legal guardian. Volunteers aged 14 or 15 must also provide proof of age to the Effingham Library and a Youth Employment Certificate issued by the minor's school. Volunteer services cannot begin until a photocopy of proof of age is on file at the Effingham Library for anyone under 18 years of age. Volunteers aged 16 or 17 must also complete and submit the New Hampshire Department of Labor "Parental Permission" form and provide proof of age to

the Effingham Library. Volunteer service cannot begin until the Parental Permission form and a photocopy of proof of age are on file at the Library, and for volunteers aged 14 and 15, until the Youth Certificate is obtained from the school. All such records related to minor volunteers shall be retained by the Library for four years from the last date of service as a volunteer. All library volunteers age 18 and older will be subject to appropriate background checks.

The Director, with due cause, may terminate a volunteer's service, making sure to inform the Board of Trustees of such a decision. Volunteers who wish to end their service should give ample notice.

Training and Supervision

Volunteers will receive on-the-job training in their assigned duties from a library staff member or a specifically designated senior volunteer. Volunteers are expected to take directions from the staff member who is responsible for their work.

Volunteers shall only work when supervision is available. A volunteer selected for work on a special project will discontinue service when that project is completed, unless other arrangements are made.

Volunteer Responsibilities

Volunteers are asked to be reliable in their commitment to the library and to notify the library in advance if they are unable to volunteer at the agreed upon time. In turn, volunteers will be notified immediately on any given day when the library opens late or closes early for any reason on a day that the volunteer is due to come in.

Volunteers are expected to have a good working knowledge of the mission, policies, and procedures of the Library and are expected to maintain patron confidentiality at all times.

Volunteers are expected to record on the Volunteer Log the hours that they volunteer. The Log is kept at the circulation desk.

Amended by the Board of Trustees 9/7/21