

## East Kingston Public Library Policy for Library Volunteers

1/11/16

**Definition:** A library volunteer is a person over the age of 14 who performs a task for the benefit of the Library without expectation of compensation; such tasks being assigned by the staff with the approval of the Library Director.

**Purpose:** The use of volunteers by the library is considered to be beneficial to the community by providing an opportunity for area residents to participate in the community or to accumulate documented hours of volunteerism. It is not intended to replace any paid staff, which is prohibited by the NH Labor Law. Activities assigned to volunteers are supplemental, temporary, and/or assistive in nature, with the goals of improving the quality, timeliness, or variety of services provided by the library.

**Conditions:** The library is not under any obligation to accept specific offers of volunteer help. Acceptance will depend on the library's needs, applicants' qualifications or skills, availability of staff to supervise, and other factors that would be considered for any paid employee. The library will comply with any NH Dept. of labor rules and applicable laws governing work conditions and restrictions that apply to volunteers, such as, but not limited to, Youth Employment Laws.

**Application Process:** Anyone wishing to volunteer at the library must apply in person and complete and sign:

Volunteer Application form and if accepted, a  
Volunteer Agreement form

In Addition, For Youth age 14-15

Volunteer Application form and if accepted, a  
Volunteer Agreement form  
Youth Employment Certificate

In Addition, For Youth age 16 and 17:

Volunteer Application form and if accepted, a  
Volunteer Agreement form

A signed Parental Permission form must be provided unless the applicant has graduated from High School or has a General Equivalency Diploma.

In Addition, Youth up to age 19

Must submit positive ID to prove age.

### **Scheduling and Task Assignment:**

1. The volunteer's schedule shall be based on collaboration between the volunteer's availability and the library's staffing and needs.
2. No volunteer shall be given a task that compromises confidentiality of services.

3. No volunteer shall be given a task that compromises health or safety.
4. The Library reserves the right to reassign or end assigned tasks at any time.
5. Volunteers shall wear a badge indicating the volunteer status.

**Supervision and Training:** The Library will provide training and supervision needed for successful completion of any task assigned. At times, staff may postpone an activity or training, or request a change in schedule due to variations in Library activity levels and staff availability. Library volunteers working with children shall be supervised at all times by a library employee.

**Responsibilities of Volunteer:**

All volunteers are expected to:

1. Dress in an appropriate manner for the tasks assigned.
2. Notify staff if they are uncomfortable with performing a task.
3. Let staff know if they will not be coming in at the expected time, or will be ceasing their volunteer work.
4. Avoid hazardous or unhealthy actions.
5. Report any concerns about health or safety.
6. Respect confidentiality of library use by others, as required by NH RSA 201-D:11 Library User Records, Confidentiality
7. Refer all requests for information to the library staff, other than purely directional questions, such as "Where is the Children's Room?"

**Termination of Volunteer Agreement:**

1. The Library reserves the right to end the volunteer agreement at any time. In addition, agreements shall be reviewed on a regular basis, at minimum, yearly.
2. The Library's reasons to terminate the volunteer may include, but are not limited to; the lack of staff time to supervise the volunteer, the changing needs of the Library, the lack of volunteer skills to match activities needed or any unacceptable behavior by the volunteer.

**References and Notes:**

NEW HAMPSHIRE YOUTH EMPLOYMENT LAW

*"No youth under the age of 16 shall be employed or permitted to work without first obtaining a New Hampshire Youth Employment Certificate except for his/her parents, grandparents, guardian or at work defined as casual or farm labor. Certificates shall be obtained by an employer within 3 business days of the first day of employment. Copies of certificates shall be kept on file by all employers of youths. An employer shall not employ a youth 15 or 17 years of age, unless the*

*employer obtains and maintains on file a signed written document from the youth's parent or legal guardian permitting the youth's employment. The parental permission shall be on file at the establishment's worksite prior to the first day of employment. Written parental permission is not required for a 16 or 17 year old youth who has graduated from high school or obtained a general equivalency diploma."*

US Federal law prohibits youths less than 14 years of age to be employed (even as a volunteer) by a public agency. A younger person MAY perform volunteer work coordinated by a youth service group such as 4-H or Scouts, if the agreement is made with the adult leader of the group and it is relevant to the group's mission.

**Links:** There are certain types of activity we can not assign to volunteers, as outlined in *Best Practices for New Hampshire Libraries – Volunteers*, found at: [http://www.nh.gov/nhsl/documents/best\\_practice\\_volunteers.pdf](http://www.nh.gov/nhsl/documents/best_practice_volunteers.pdf)

For youth employment forms (required for volunteers under 18) see information at:

<Http://www.nh.gov/labor/inspection/forms.htm#youth>

Forms for anyone under 16 years old:

<http://www.nh.gov/labor/documents/employer-request-child-labor.pdf>

Forms anyone 16 and 17 year old:

<http://www.nh.gov/labor/documents/parental-permission.pdf>

Unapproved