

Hampton Falls Free Library Volunteer Policy

Volunteers are important to the success of the Hampton Falls Free Library and viewed as a valuable resource. The Library aims to give volunteers meaningful responsibilities, appropriate orientation and training, effective supervision, and recognition. Volunteers are expected to perform their duties without compensation to the best of their abilities and support the mission of the Hampton Falls Free Library.

Role of Volunteers: Hampton Falls Free Library uses volunteers to enhance public service to the community. Volunteers generally provide support service to the staff and/or work on special projects. They do not take the place of paid staff.

Selection: Hampton Falls Free Library will abide by all New Hampshire state laws concerning volunteers at not-for-profit agencies. Volunteers are approved by the Director based on their qualification and the needs of the library. Minors aged 14 and older may volunteer at the Library with a signed parental consent form to be kept on file and updated annually. The Library will accept court-appointed volunteers at the discretion of the Library Director and the Chief of Police. Applicants for a volunteer position who are not known in the community or who are working with children may be requested to undergo a background check.

Supervision: Volunteers will work with and be trained by specific staff. Volunteers are expected to take direction from the staff person who is responsible for their work, and are also expected to observe patron confidentiality **at all times**. Volunteers may be dismissed by the Library Director.

Schedules: Volunteers will work during hours when adequate supervision is available. Work schedules and specific time commitments will be arranged by each volunteer and the staff person responsible for their work. Volunteers who cannot meet a scheduled work time should inform the library staff as soon as possible. Volunteers are expected to perform such duties as follows.

VOLUNTEER JOB DESCRIPTION

Requirements:

1. Ability to interact with staff and public in a positive and pleasant manner
2. Dependability

Skills:

1. Ability to follow directions
2. Knowledge of alphabetical order
3. Manual dexterity
4. Organizational ability

Duties: Any one, but not necessarily all, of the above-listed skills will be required to perform the following tasks:

1. Organizing newspapers and magazine collection
2. Reading and organization shelves
3. Assisting with programs for adults and children
4. Carrying boxes and arranging books for book sales
5. Repair and mending of material
6. Occasional outdoor projects

Adopted February 19, 2007

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