

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 in helping our mission to provide quality services, programs, and resources to the community. Volunteers are expected to perform their duties to the best of their abilities and support the mission of the Hampton Falls Free Library. They shall be recruited without regard to any individual's age, race, creed, color, religion, national origin, marital status, gender, sexual orientation, political affiliation, or any other legally protected characteristic.

Role of Volunteers: Hampton Falls Free Library uses volunteers to enhance public service to the community. To comply with all New Hampshire State and Department of Labor laws concerning volunteers at not-for-profit agencies, The Hampton Falls Free Library uses volunteers to supplement and complement but not to replace efforts of paid staff. Nothing in these guidelines shall be deemed to create a contract between the volunteer and the Hampton Falls Free Library. Volunteers are not entitled to any compensation or other benefits including Workers Compensation. They are covered for Liability while performing approved duties and must notify the library staff immediately of any incident that occurs while volunteering. The Library is not responsible for personal injury or property damage incurred during volunteer service.

Selection: All potential volunteers must complete a Volunteer Application Form, which the Director will review. The Library Director or designated staff will interview applicants to assess their skills, interests, and availability. Placement will be based on the Library's needs and the volunteer's qualifications. Applications will be saved for a year.

In compliance with federal labor laws, all volunteers must be 14 years of age or older (see US DOL Child Labor Bulletin 101 WH-01330). Persons under the age of 18 must have parental permission and submit proof of age to volunteer at the Library.

Youth 14 and 15 years of age are required by New Hampshire law (NH RSA 275-A) to have a Youth Employment Certificate on file with the organization receiving volunteer services. It is available online or in your high school counseling office.

Youth aged 16 and 17 years of age must complete and submit the NH DOL's Parental Permission Form available online.

All this information will 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. Youth volunteers shall also sign a volunteer agreement specifying their volunteer duties (hours and days worked) and the non-paid status of those duties. All volunteers must maintain a Volunteer Hours Timesheet to record all time spent volunteering. This form will be kept on file at the library.

Volunteers aged 18 and over may be subject to a criminal background check, especially if their duties involve working with children or vulnerable populations. The Library will cover any associated costs.

Volunteers doing work on behalf of an organization are under the supervision and responsibility of that organization, which will be required to complete the Hampton Falls Free Library Volunteer Application.

All volunteers and staff are required to sign confidentially agreements in order to uphold the Library's Privacy Policy. To comply with New Hampshire law and ensure the greatest degree of confidentiality is accorded to library patrons, volunteers may not access Hampton Falls Free Library patron records or personal information through the Library's systems or patron database. Volunteers may not check out books to patrons.

Supervision: Volunteers will work with and be trained by Library staff. Volunteers are expected to take direction from the staff person who is responsible for their work.

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.

Termination of Service: The Library reserves the right to discontinue a volunteer's service at any time. Similarly, volunteers may choose to end their service, preferably with prior notice to their supervisor.

Updated August 22, 2019
Revised May 9, 2025

HAMPTON FALLS FREE LIBRARY VOLUNTEER APPLICATION

Name _____ Date _____

Address _____

Phone _____ Email _____

Emergency Contact Name _____ Phone _____

If age 14 or 15, Youth Employment Certificate, & proof of age on file? _____

If age 16 or 17, Parental Permission Form & proof of age on file? _____

Please list any special skills that may be of interest to the Library: _____

Please list any special accommodations to be considered: _____

Your areas of interest are:

- ☐ Publicity, write articles
- ☐ Research grant opportunities
- ☐ Special projects/displays
- ☐ Write book reviews
- ☐ Advocacy/Fundraising
- ☐ Bake for programs/events
- ☐ Book Sale assistance
- ☐ Library Board of Trustees
(5 elected positions, up to 3
appointed Alternates)

- ☐ Gardening assistance
- ☐ Licensed workers for building
- ☐ Light cleaning, dusting
- ☐ Moving reading materials
- ☐ Cleaning books, DVDs, etc.
- ☐ Craft preparation
- ☐ Join or assist Friends Group
- ☐ Other _____

CONFIDENTIALITY AGREEMENT:

I understand that all volunteers are required to sign confidentiality agreements in order to uphold the Library's Privacy Policy. To comply with New Hampshire law and ensure the greatest degree of confidentiality is accorded to Library patrons, volunteers may not access Hampton Falls Free Library patron records or personal information through the Library's systems or patron database. Volunteers may not check out materials to patrons. In addition, I understand that a breach of confidentiality is grounds for dismissal from volunteer services.

I have received a copy of the Hampton Falls Free Library Volunteer Policy.



Applicant Signature _____ Date _____

Parent Signature (if aged 14-17): _____ Date: _____

HAMPTON FALLS FREE LIBRARY – VOLUNTEER OPPORTUNITIES

PROGRAMMING

Supplying Food/Beverages: Provide baked goods, nut-free snacks, food, water or other beverages for on-going or special programming.

Program Assistant: Assist Librarians by prepping needed supplies before the program, being an extra set of hands during the program and/or cleaning up after the program.

Background check required for children's programming.

Literacy Volunteers/Homework Helpers: Regularly assist school-age children with reading or completing homework. *Background check required.*

Hobbies Tutor: Teach others individually or in groups how to play chess, knit, draw, etc.

Community Reading Assistant: Lead a Book Group at Avesta or read to community members of various ages. *Background check required.*

BUILDING & GROUNDS MAINTENANCE

Gardening: Assist with weeding, fall & spring clean-up, planting, pruning, dividing perennials, mulching and other light gardening tasks. Watering and maintaining indoor plants.

Adopt a Shelf: Routinely keep one section of shelving clean, neat and orderly.

Cleaning/Light Dusting: Assist with keeping the library neat and tidy by dusting bookshelves, washing tables, cleaning computer stations, etc.

Technical Services: Photocopying, collating printed materials and other clerical tasks as needed.

Light Building Maintenance/Repair: Assist with tasks such as painting, changing light bulbs, power washing, etc.

HAMPTON FALLS FREE LIBRARY – VOLUNTEER OPPORTUNITIES

ADVOCACY

Book Review: Submit a one-paragraph review of an age-appropriate book which includes the title, author, genre, plot and description of who else might enjoy this book. *Available to youth volunteers for community service hours.*

BookTok Review: Create a TikTok video review of an age-appropriate book which includes the title, author, genre, plot and description of who else might enjoy this book. *Available to youth volunteers for community service hours.*

Read-A-Like Bookmarks: Create a bookmark recommending books to other readers. Bookmarks can be handmade or created online (using Canva, for example). Bookmarks should have a theme (like similar genres or ‘if you liked this, then read...’) and 4-6 book recommendations. *Available to youth volunteers for community service hours.*

Annual Book Sale Assistant: Help with sorting books leading up to the sale, replenishing/organizing inventory during the sale or processing book purchases.

Community Outreach: Share information about Library programs and services with friends and neighbors through social media or word of mouth. *Available to youth volunteers for community service hours.*

Display/Exhibit Assistant: Assist with themed book displays and art exhibits.

Library Ambassador: Represent the Library at public or community events (Concerts on the Green, Open Houses, etc) or at organizational meetings (The Historical Society, etc.).

Photographer: Assist with the important tasks of making sure that there is a photographic record of the programs, events, services and the daily life of the library.

Entryway Management: Maintain a welcoming, informative entry for patrons by managing community bulletin boards, organizing give-away table, and/or providing festive displays, such as freshly-cut flowers, take-away items (fruit, vegetables, seeds, chocolate, etc.).

Community Publicity: Assist with publicizing Library events and accomplishments by hanging flyers in the community, writing/submitting press releases, etc.

Grant Writing: Find, write and submit grants to further the library’s goals.