**CHESTERFIELD PUBLIC LIBRARY**

**PUBLIC VOLUNTEER POLICY**

Volunteers are important to the success of the Chesterfield Public Library and to the delivery of services to the Chesterfield community. The Library and its staff value the time and commitment of citizens who volunteer. Volunteers help, under the direction of the staff, to provide support in implementing the mission and programs of the Library.

To comply with the New Hampshire Department of Labor Laws, the Chesterfield Public Library uses volunteers to supplement and complement, but not to replace, the efforts of paid Library staff. Library volunteers may help extend and enhance the work of paid staff but will not be utilized to displace any paid employees from their positions. Volunteers will not be placed in positions that could jeopardize the Library’s ability to operate if a volunteer failed to report for his/her voluntary service.

* Volunteer assignments will be arranged by the Library Director.
* Each volunteer shall perform duties under the supervision of a designated staff member.
* Prospective volunteers are asked to complete a Volunteer Application.
* Placement of an applicant is based on schedule and available opportunities.
* Before beginning REGULAR, ongoing volunteer assignments, adult volunteers must agree to a background check. The cost of the background check will be paid for from the Library’s regular operating budget. Any issues that are reported may be discussed with the applicant at the discretion of the Library Director and may affect one’s ability to volunteer at the library.
* Younger teens that are14-15 years of age are required to have signed parental or guardian permission, a Youth Employment Certificate and photocopy of proof of age. Teens that are 16-17 years of age must have parental or guardian permission and photocopy of proof of age.
* Volunteers are encouraged to participate as arranged or call the Library if they will be absent.
* Volunteers are expected to uphold the same confidentiality, performance and behavior standards as paid Library staff.
* Volunteers will not work at jobs that require confidentiality of patron records and accounts, would require the library to close if they were absent, or would complete a major portion of a paid staff’s job description.
* It is mutually understood that volunteer services are donated. Volunteers are not entitled to, nor should they expect, any present or future salary wages or other benefits for their voluntary service.
* Nothing in these guidelines shall be deemed to create a contract between the volunteer and the Chesterfield Public Library or the Town of chesterfield.
* Both the volunteer and the Library have the right to terminate the volunteer’s association with the Library at any time and for any reason, with or without cause.

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* If a Library Board of Trustee member wants to volunteer in the Library in a capacity other than being a trustee, the volunteer duties should be clearly spelled out in a Volunteer Agreement in order to show that the volunteer duties are not related to the individual’s duties as a trustee.

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