



Newmarket Public Library Volunteer Policy

Volunteer time, energy and goodwill are invaluable assets to the Newmarket Public Library. Volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. Volunteers help, under the direction of the staff, to provide support in implementing the mission and programs of the library.

To comply with New Hampshire Department of Labor Laws, the Newmarket 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 to work.

- Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.
- Volunteer assignments will be organized by staff at the Newmarket Public Library. Each volunteer shall perform duties under the supervision of a designated staff member.
- Prospective volunteers are asked to complete a Newmarket Public Library Volunteer Application and a Volunteer Agreement Form. If the individual's qualifications, interests and schedule match an available volunteer position at the Library, he/she will be notified. Placement of an applicant may not always be available. Applications not matching any current openings will be kept on file for one year from the date of submission.
- Before beginning regular, ongoing and long-term volunteer assignments the volunteer must agree to a background check.
- Teen volunteers (ages 14 - 17 years old) are required to supply a signed letter from a parent or guardian and photocopy of proof of age (birth certificate or driver's license). Volunteers ages 14 - 15 must provide a Youth Employment Certificate in addition to following applicable laws.
- The Newmarket Public Library will not accept court appointed volunteers.
- Volunteers are expected to work as scheduled or call the Library if they will be absent. Volunteers who fail to fulfill a volunteer assignment without prior notification will be terminated.
- Volunteers must uphold the same confidentiality, performance and behavior standards as paid Library staff. Volunteers may not work at the circulation desk or at jobs that require confidentiality of patron records and accounts.

- 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 Newmarket Public Library or the Town of Newmarket. Both the volunteer and the Newmarket Public Library have the right to terminate the volunteer's association with the Library at any time and for any reason, with or without cause. The Library reserves the right to terminate the services of the volunteer at any time.

Approved by the Library Board of Trustees, date 12/05/2022.