

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. Any incurred, out-of-pocket expenditures must be pre-approved by the Director. 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.

Role of Volunteers: Hampton Falls Free Library uses volunteers to enhance public service to the community. Volunteers generally provide support services to staff and/or work on special projects. ID badges will be provided and worn by volunteers working in public areas.

Selection: Hampton Falls Free Library will abide by all New Hampshire state law concerning volunteers at not-for-profit agencies. Volunteers are approved by the Director based on their qualifications 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

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 removed 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 stated on page 2, ***Volunteer Job Description***.

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. Some typing/keyboard proficiency
5. Organizational ability

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

1. Shelving books and other materials
2. Covering books
3. Organizing newspapers and magazine collection
4. Reading and organizing shelves
5. Assisting with programs for adults and children
6. Carrying boxes and arranging books for book sales
7. Repair and mending of materials
8. Assisting patrons with computer use
9. Occasional outdoor projects

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