

Whipple Free Library Volunteer Policy

Purpose:

The Whipple Free Library values the time and commitment of citizens who volunteer to provide support in implementing the mission and programs of the library. The Whipple Free Library, in compliance with the US Department of Labor, State and Federal Laws, 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.

Process:

- Volunteers shall be recruited without regard to an individual's age, race, nationality, religion, political or social views, gender identity, sexual orientation, or any other legally protected characteristic.
- Prospective volunteers will be asked to fill out a Whipple Free Library Volunteer Application.
- If the volunteer's qualifications, interests, and schedule match an available volunteer position at the library, they will be notified of the opportunity. Placement of an applicant may not always be possible. Applications not matching any current openings will be kept on file for one (1) year from the date of submission.
- Volunteers aged 18 and over must complete a criminal background check. The library will cover any associated costs.
- Volunteer assignments will be organized by staff at the Whipple Free Library. Each volunteer shall perform duties under the supervision and direction of library staff.
- Volunteers shall never work with children or vulnerable persons without supervision by library staff.
- Volunteers are expected to adhere to the [Library User's Conduct Policy](#) and are expected to uphold the same confidentiality, performance, and behavior standards as paid library staff.

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 that volunteer's 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.
- All volunteers are required to follow all library policies, which will be upon commitment. Volunteers who do not adhere to the library's policies and procedures may be subject to dismissal.

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Youth Volunteers:

- 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.
- 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. First, the library will fill out the “Employer’s Request for Child Labor” form for the volunteer to bring to their local school or superintendent’s office. Once the certificate is signed, the youth brings the certificate back to the library.
- Youth aged 16 and 17 years of age must complete and submit a signed the [NH DOL’s Parental Permission Form](#) available online.