



BEDFORD PUBLIC LIBRARY

Volunteer Policy

The Bedford Public Library supports and appreciates the work that volunteers perform to facilitate the library's smooth operation. The library's volunteer program supports the work of the library staff and helps to provide an opportunity for Bedford residents wishing to contribute to their community.

Application

Prospective volunteers will be asked to fill out a *Volunteer Pre-Screening Questionnaire*. If the volunteer's qualifications, interests, and schedule match an available volunteer position at the library, the volunteer will be interviewed. Placement of an applicant may not always be possible, since the number of ongoing opportunities is limited. Applications not matching any current openings will be kept in a resource file for one year.

Before beginning volunteering, the volunteer will fill out a *Bedford Public Library Volunteer Application* and *Volunteer Agreement Form*. Volunteers who are 18 years of age and over must agree to a background check performed by the State of New Hampshire, to be paid for by the volunteer. Any issues that are reported may be discussed with the volunteer at the discretion of the Library Director and may affect one's ability to volunteer at the library.

Volunteers are expected to adhere to the *Patron Rules of Behavior* and are expected to uphold the same confidentiality, performance, and behavior standards as paid Library staff.

Volunteers – Library Employees

Paid staff of the Bedford Public Library may not volunteer at the Library.

Youth Volunteers

Youth volunteers (14-17 years of age) will be required to have signed parental permission, a Youth Employment Certificate and photocopy of proof of age (birth certificate or driver license), as well as a *Volunteer Reference Form*.

Duties & Terms

Volunteers are asked to work on projects that are supportive of staff efforts. Examples include adopting a shelf for cleaning and shelf reading, assisting with craft preparations, cleaning,

scanning documents, preparing items for processing in technical services, restocking the book sale room, or other special projects. Volunteers will not be placed in positions that require confidentiality of patron records and accounts. Volunteers will fill out the Volunteer Service Agreement and receive a Volunteer Letter of Appointment during their orientation. Volunteer appointments generally range from three to six months and may be renewed if mutually agreed upon by the Library and the volunteer.

The Bedford Public Library uses volunteers to supplement and complement, but not to replace, the efforts of paid library staff in meeting demands for quality public service. 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. The staff of the Bedford Public Library aims to give volunteers meaningful responsibilities, appropriate orientation and training, effective supervision, and recognition.

Volunteers will be organized by a member of the library staff who will coordinate assignments from other staff members. Each volunteer shall perform duties under the supervision of a designated staff member.

It is mutually understood that volunteer services will be donated. Volunteers will not be entitled to, nor expect, any present or future salary, wages, or other benefits for their voluntary services. Nothing in these guidelines shall be deemed to create a contract between the volunteer and the Bedford Public Library or the Town of Bedford.

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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