

Library Volunteer Policy

Wilton Public and Gregg Free Library welcomes the skills and talents of volunteers to support and extend the services of the Library. Volunteers do not replace paid staff, but do assist with special projects and supplement existing services. The number and type of volunteers accepted will be based on the amount of work and supervisory time available.

Definition of Volunteer

A volunteer shall be considered as any individual who, meeting the Volunteer Regulations and Guidelines set out below, assists with tasks and/or projects at the Wilton Public and Gregg Free Library, without remuneration.

Volunteer Regulations and Guidelines

The Wilton Public and Gregg Free Library will abide by all Federal law, New Hampshire (NH) state law, and NH Department of Labor (DOL) guidelines concerning volunteers at not for profit agencies including:

All volunteers must fill out the "Library Volunteer Service Agreement" which will be kept on file at the Library. Minor volunteers must have their parent's signature on the Library Volunteer Service Agreement. These agreements must be renewed annually on June 1 before volunteer service can continue.

All volunteers must be 14 years of age or older.

Volunteers aged 14 or 15 must also provide proof of age to the library. Volunteer service cannot begin until a photocopy of proof of age is on file at the library.

Volunteers aged 16 or 17 must also complete and submit the NH DOL's "Parental Permission" form and provide proof of age to the library. Volunteer service cannot begin until the parental permission form and a photocopy of proof of age are on file at the library.

Volunteers under the age of 18 must present a Youth Employment Certificate unless they are performing community service due to a court order.

All minor volunteers must maintain a "Volunteer Hours Time Sheet" to record all time spent volunteering. This form will be kept on file at the library.

Volunteers doing work on behalf of a third-party organization are under the supervision and responsibility of that organization and will be required to provide a completed "Volunteer Service Agreement for Public, Charitable, or Religious Facilities".

Volunteers are covered by the Town of Wilton's insurance policies for all activities performed on behalf of the Library. In accordance with insurance policies, volunteers must provide references and authorize reference checks so that the Library may properly screen those wishing to volunteer. Volunteers 18 and older will also be subject to a background check.

All volunteers will work under the supervision of paid Library staff.

Volunteers are expected to have a good knowledge of the mission of the Wilton Public and Gregg Free Library and to operate within the stated policies and procedures of the Library.

Volunteers' personal appearance contributes to a favorable public image for the library. Volunteers are expected to dress neatly and modestly.

Volunteers are expected to work in a cooperative and professional manner with staff members and the public. Failure to satisfactorily perform assigned tasks, demonstration of a lack of commitment, and/or inability to work in concert with the staff and the public are cause for termination. The Library and the volunteer shall both have the right to end the relationship with the Library at any time, for any reason, with or without cause, though appropriate notice of resignation is desired.

Library Trustees as Volunteers

If a trustee wants to volunteer in the library in a capacity other than being a trustee, their volunteer duties and supervision by library staff should be clearly spelled out in a volunteer agreement signed by the individual and the library director. This agreement should also be reviewed by the library's Board of Trustees so that the entire governing body is aware of the scope of the volunteer work and potential conflict of interest concerns.

Library Employees as Volunteers

Library employees are not allowed to volunteer if they are performing any or all duties that are part of their job description.