

VOLUNTEER POLICY

The Merrimack Public Library values the time and commitment of citizens who volunteer to provide support in implementing the mission and programs of the Library.

To comply with New Hampshire Department of Labor Laws, the Merrimack Public Library uses volunteers to supplement and compliment, 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.
- The Merrimack Public Library will not accept court-appointed volunteers.
- Volunteer assignments will be organized by staff at the Merrimack Public Library. Each volunteer shall perform duties under the supervision of a designated staff member.
- Prospective volunteers will be asked to fill out a *Merrimack Public 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.
- Adult volunteers must submit to a criminal background check at their own expense.
- All youth volunteers will be required to supply a photocopy of proof of age (birth certificate or driver license) to prove volunteer is 14 years or older.
- Youth volunteers age 14 or 15 will need to complete *Request for NH Youth Employment Certificate* form.
- Youth volunteers age 16 or 17 will need to complete a *State of NH Department of Labor Parental Permission form per RSA 276-A:4 VIII LAB 1002.02 For the Employment of Youth Age 16 or 17* form.
- All volunteers are required to follow the Library's Patron Code of Conduct Policy. Volunteers who do not adhere to the Library's Policies or procedures may be subject to dismissal.