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## VOLUNTEER POLICY

Volunteers are important to the success of the Merrimack Public Library and to the delivery of its services to the citizens of Merrimack. The Merrimack Public Library values the time and commitment of citizens who volunteer. Volunteers help, under the direction of the staff, 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 will be organized by the non-paid Volunteer Coordinator who will coordinate assignments with library staff. In the event that there is not an assigned volunteer to serve as Volunteer Coordinator, the tasks will be assigned to Library Staff.

Prospective volunteers will be asked to fill out a Merrimack Public Library Volunteer Application and Volunteer Agreement forms. If the volunteer's qualifications, interests, and schedule match an available volunteer position at the library, he/she will be notified of the opportunity. Placement of an applicant may not always be possible. Applications not matching any current openings will be kept in a resource file. Before beginning ongoing volunteering assignments the volunteer must agree to a background check, to be paid for by the volunteer. The number of ongoing opportunities is limited.

Youth volunteers (14-18 years of age) will be required to supply a Youth Employment Certificate and photocopy of proof of age (birth certificate or driver license) to prove volunteer is fourteen years or older.

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. Volunteers are expected to adhere to the Patron Code of Conduct Policy.

Accepted 1/19/12; update Approved 2/23/16.