



The Mary E. Bartlett Library Brentwood, New Hampshire



VOLUNTEER POLICY

Mary E. Bartlett 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. Volunteers may be asked to perform any one, but not necessarily all, of the tasks listed below:

- shelve books and other library materials
- process new books (spine labels, book covers)
- alphabetize and file patron registration cards
- organize shelves
- assist with Children's Story Time and Summer Reading Program (includes craft preparation)
- work on library grounds and gardens
- perform one-time projects
- inventory and shifting of collection
- assist with special library events
- assist with general housekeeping
- teach other patrons a specialized skill or craft
- other tasks as assigned by the Library Director.

The number and type of volunteers accepted will be based on the amount of work and supervisory time available. Volunteers are selected based on their qualifications and the needs of the library at any given time. Selection, training, and supervision of volunteers are the responsibility of the Library Director and Children's Librarian. All library volunteers will be asked to complete a Volunteer Information Form that will be kept on file at the library. Minor volunteers must have their parent's signature on the Volunteer Information Form. These forms must be renewed annually on June 1st before volunteer service may begin. All library volunteers age 18 and older will be subject to the appropriate background check. Volunteers interested in obtaining a paid position at the library are subject to the library's employment process.

Mary E. Bartlett Library will abide by all applicable laws concerning volunteers. Volunteers must be aged 14 or older. In addition, minors may only act as volunteers with the written consent of a parent or legal guardian. Volunteers aged 14 or 15 must also provide proof of age to the Library and a Youth Employment Certificate issued by the minor's school. Volunteer services 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 New Hampshire Department of Labor "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, and for volunteers aged 14 and 15, until the Youth Certificate is obtained.



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from the school. All such records related to minor volunteers shall be retained by the Library for four years from the last date of service as a volunteer.

NON-DISCRIMINATION POLICY

The Library prohibits discrimination on the basis of race, color, religion, sex, national origin, ethnicity, age, physical or mental disability, political affiliation, color, marital status, familial status, veteran status, sexual orientation, or pregnancy, or any other legally protected class. The Library prohibits discrimination on the basis of physical, mental or emotional disability or perceived disability. As required by law, the Library shall make reasonable efforts to accommodate qualified applicants and volunteers who are known to be disabled provided that such accommodation will not impose undue hardship on the Library.

Volunteers are expected to have a good knowledge of the mission of the library and to operate within the stated policies and procedures. The library's mission statement and its policies/procedures are made available to every volunteer. Volunteers are asked to keep a record of hours they work each week. They are also expected to maintain patron confidentiality at all times.

Adopted by the Board of Trustees May 20, 2013