

**Mary E. Bartlett Memorial Library**  
**Brentwood, New Hampshire**

**VOLUNTEER POLICY**

The Mary E. Bartlett Memorial 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)
- Organize shelves
- Assist with Children's Story Time, the Summer Reading Program, and other programs and/or events as requested
- Work on library grounds (garden, weed, etc.)
- Assist with projects
- Shift collection
- Assist with general housekeeping
- Assist with promotion of library programs and events
- Assist with other tasks as requested by the Director and/or the Board of Trustees

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 Youth Librarian/Assistant Library Director. All library volunteers will be asked to complete a Volunteer Information Form that will be kept on file at the Library. Volunteers interested in obtaining a paid position at the library are subject to the library's employment process.

The Mary E. Bartlett Memorial Library will abide by all New Hampshire State laws concerning volunteers at not for profit agencies. Volunteers must be aged 13 or older. In addition, minors may only work as volunteers with the written consent of a parent or legal guardian.

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 always expected to maintain patron confidentiality.

This policy has been established by the Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board.

Adopted by the Board of Trustees 11/19/18