



Volunteer Policy

Howe Library supports and appreciates the work that volunteers perform to facilitate the library's smooth operation. The library's volunteer program supports the work of library staff and helps to provide an outlet for Upper Valley residents wishing to contribute to their community.

An application must be completed for all volunteer positions. Applications may be obtained from and submitted to the Volunteer Coordinator. Howe Library is an Equal Opportunity Employer and will consider all applicants equally, without regard to age, sex, race, religion or creed, national origin, sexual orientation, disability, or any other basis prohibited by law.

All volunteers will work under the supervision of library staff and the Volunteer Coordinator. Volunteers are expected to work in a cooperative and professional manner with staff members and the public, and must follow all library procedures.

All volunteers must annually sign a Volunteer Agreement stating the terms of their volunteer work, including tasks to be performed.

To ensure the greatest degree of confidentiality is accorded to Howe Library patrons, volunteers may not access Howe Library patron records or personal information through Howe Library's systems or patron database.

Restrictions on use of volunteers

Volunteers shall not replace appropriately trained and paid staff, nor shall they be used to compensate for inadequate staffing patterns, failure to fill vacant posts, or cutbacks in library funding.

Volunteers may not hold a position wherein they are required to be at the library at a set date and time and their unexpected absence would adversely affect the library's regular operations.

Volunteers may not perform duties that constitute a significant portion (at least 50%) of a paid staff member's job description.

Youth volunteers

In compliance with federal labor law, Howe Library is unable to accept volunteers under the age of 14. Persons under the age of 18 must have parental permission to volunteer at Howe Library.

These provisions may be excepted if the youth in question is volunteering through a group from an outside organization, in which case the organization in question must assume responsibility for ensuring the youth is eligible to work.

Volunteers from outside organizations

Howe Library appreciates the support of other institutions in the community and encourages external organizations to consider bringing groups of volunteers to volunteer at the library. Groups from outside organizations must be accompanied and supervised by a responsible adult. The person in charge of the group must sign an organizational Volunteer Agreement.

Community service volunteers

Howe Library will accept volunteers who need to perform community service for an external organization such as a school, church, or court diversion program, contingent upon the nature of the additional workload that may be imposed on the Volunteer Coordinator in verifying the volunteer's service with the external organization.

Community service volunteers must notify the Volunteer Coordinator that they wish to accrue community service credit for an external organization at the time of their application. The Volunteer Coordinator may not be able to assist volunteers who only request assistance in obtaining community service credit after they have begun volunteering.

Howe Library reserves the right not to accept a community service volunteer whose service is required by a court, court diversion program, or similar entity, depending upon the details of the potential volunteer's case.

Created July 2011

This document is to be reviewed by the library director every five years.