

# **Holderness Free Library's**

## **Volunteer Policy**

The Holderness Free Library recognizes that volunteers are a valuable resource for the library. Their energy and talents help the library meet its commitment to providing quality service to the public. Since volunteers enhance, rather than replace, adequate staff, Holderness Free Library shall make use of the services of interested volunteers to supplement and not replace the work done by library staff. Volunteer services aid the library in making the best use of its fiscal resources and help to connect the library to other community groups and organizations.

Due to the small size of the library staff, the number of available volunteer opportunities may be limited, and there may be times when volunteer assistance cannot be accommodated or is not needed. Volunteer opportunities will be offered based on current library needs and staff capacity to supervise and manage volunteers effectively.

A volunteer will be understood as any individual, 18 years or older, who assists with tasks and/or projects at the Holderness Free Library, without remuneration.

A junior volunteer will be understood as any individual, 12-17 years, who assists with tasks and/or projects at the Holderness Free Library, without remuneration. Junior volunteers must have consent from a parent or guardian, whom will be at least 18 years of age.

Volunteers may assist with a variety of tasks, including:

1. Shelving and Organizing Materials: Sorting and shelving returned books, DVDs, and other materials in the appropriate sections.
2. Assisting with Library Programs and Events: Helping set up or cleanup for events like storytime, workshops, or other community programs.
3. Light Administrative Duties: Performing tasks such as preparing materials for programs, copying, or organizing library documents.
4. Helping with Special Projects: Assisting with projects such as seasonal displays, book sales, or preparing materials for library outreach.
5. Inventory and Collection Maintenance: Helping with book inventory, dusting shelves, or organizing collection items.
6. Assisting Patrons: Helping patrons locate books or use library resources, though direct patron assistance is usually more limited to trained staff.

Holderness Free Library volunteers are bound by rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are expected to treat any patron information, including records of material usage or library behavior, as confidential and not to disclose this information outside of library duties. Library volunteers

are recognized by the public as representatives of the library and will be guided by the same work and behavior policies as employees.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Holderness Free Library or the Town of Holderness. Both the volunteer and the Holderness Free Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made. Whenever possible, the library will try to reassign the volunteer. However, if no other mutually suitable volunteer position exists at the time, the volunteer will be asked to discontinue service and his or her application will be kept on file for one year, subject to review.

The library encourages volunteers to consider joining or assisting the Friends of the Holderness Free Library, an organization that supports library programs and fundraising. Volunteers may be referred to the Friends of the Library when additional opportunities exist outside of library operations.

Volunteers are expected to follow all health and safety protocols as outlined in the library's policies, including but not limited to the Communicable Disease Policy.

Approved by Board of Trustees on June 4, 2018

Revised and approved by the Board of Trustees on September 9, 2024