



Holderness Free Library

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www.holdernessfreelibrary.org

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.

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.

Holderness Free Library volunteers are bound by rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. 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 make an effort 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.

Approved by the Holderness Free Library Board of Trustees on 6/4/2018