



## Keene Public Library Policies

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<b>Volunteers</b>	<b>Adopted: April 27, 2021</b> <b>Revised:</b>
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Keene Public Library welcomes the skills and talents of volunteers to support and extend the services of the library. Per RSA 508:17 V (c), "Volunteer" means an individual performing services for a nonprofit organization or government entity who does not receive compensation, other than reimbursement for expenses actually incurred for such services." Volunteers do not replace paid staff for regular and/or professional level work, but do assist with special projects and supplement existing services.

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. The Keene Public Library will follow the City of Keene's Administrative Directive on Unpaid Student Interns and Other Volunteers. Selection, training, and supervision of volunteers are the responsibility of the Supervisor in the department in which that the volunteer will work. All Library volunteer applicants must complete a Volunteer Application and Background Investigation Waiver in order to be considered. Applicants who are selected will complete a Volunteer Waiver and Volunteer Service Statement and Agreement before their service may begin. Volunteers will keep a record of hours they work each week.

All Library volunteers age 18 and older will be subject to a State of New Hampshire background check. A national level background check is required for a volunteer candidate who has lived in New Hampshire for less than five years. Volunteers interested in obtaining a paid position at the Library are subject to the Library's employment process. Volunteers will not be charged the cost of the background checks.

Keene Public 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 with the City. 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 with the City, and for volunteers aged 14 and 15, until the Youth Certificate is obtained from the school.

Volunteers are expected to have a good knowledge of the mission of the Library and to operate within the stated policies and procedures. They are also expected to maintain patron confidentiality at all times and must abide by the same level of personal conduct required of all Library workers. The Library's mission statement and its policies/procedures are made available on the Library's website.