

WIGGIN MEMORIAL LIBRARY VOLUNTEER POLICY


7/14/2015

Wiggin 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. The number and type of volunteers accepted will be based on the amount of work and supervisory time available. The Wiggin Memorial Library will abide by all Federal law, New Hampshire (NH) state law, and NH Department of Labor (DOL) guidelines concerning volunteers at not for profit agencies including:

- All volunteers must fill out the "Library Volunteer Service Agreement" which will be kept on file at the Library for the current year plus four years. Minor volunteers must have their parent's signature on the Library Volunteer Service Agreement. These agreements must be renewed annually on June 1 before volunteer service can continue.
- All volunteers must be 14 years of age or older and required documents must be on file at the library before volunteer service can begin.
- All minor volunteers must provide a photocopy of proof of age (birth certificate, driver's license, or state-issued ID) to be kept on file at the library before volunteer service may begin.
- Volunteers aged 14 - 15 must bring the library the NH DOL's "Employer's Request for Child Labor" form in order to then have the minor's school issue a "NH Youth Employment Certificate."
- Volunteers aged 16 or 17 must complete and submit the NH DOL's "Parental Permission" form to the library.
- All minor volunteers must maintain a "Volunteer Hours Time Sheet" to record all time spent volunteering. This form will be kept on file at the library.
- Volunteers doing work on behalf of an organization are under the supervision and responsibility of that organization and will be required to provide a completed "Volunteer Service Agreement for Public, Charitable, or Religious Facilities."
- Volunteers doing court-ordered service will be evaluated on a case by case basis. Court-ordered volunteers do not need to provide a "NH Youth Employment Certificate" (if a minor), but will need to provide relevant documents relating to the court order.

Volunteers are expected to have a good knowledge of the mission of the Wiggin Memorial Library and to operate within the stated policies and procedures of the Library.

Signatures of the Board of Trustees indicates adoption of this policy.

, Trustee Date: 7/14/15

, Trustee Date: 7/14/15

Constance Aubin-Adams, Trustee Date: 7/14/15

Vicki M. Parker, Trustee Date: 7/14/15

A. Neandry P. P. M., Trustee Date: 7.14.15