

Oscar Foss Memorial Library

Volunteer Policy

Volunteers are key contributors to the success and mission of the Oscar Foss Memorial Library. They enhance and extend the services provided by paid staff. Volunteers are valued for their dedication, enthusiasm, and for the services they perform in support of the library mission. Volunteers are not to be used to supplant or take on the duties of paid staff members. Volunteers are not expected to perform the scope of duties assigned to professional staff; they will have very specific tasks for which they are properly trained and supervised.

- Volunteers must be at least age 14 and assist with work done at the Oscar Foss Memorial Library, without remuneration, as part of an authorized volunteer program. Volunteers under age 18 must have signed parental permission. Volunteers ages 14-15 must have valid working papers (Youth Employment Certificate) as well as parental permission.
- While we appreciate every person who wishes to volunteer, opportunities for volunteer work are limited. Volunteers are selected based on their qualifications and the needs of the library at any given time. Volunteers will be interviewed to ensure that the match between task and candidate is suitable. Volunteers who cannot commit to a regular work schedule may be referred to the Friends group for a more flexible schedule. The number of volunteers is limited by the availability of paid staff to train, supervise, and evaluate volunteers.
- Individuals seeking assignments to meet a service requirement from an outside agency are subject to the same selection and evaluation criteria as any volunteer. The library is under no obligation to take volunteers from outside services seeking placements.
- All volunteers over age 18 must have a criminal background check. Volunteers may begin service while the background check is in process, but may not have unsupervised time with children or elders in that period.
- Volunteers must uphold the same confidentiality, performance and behavior standards as staff. The only tasks that will be expected of the volunteer are those for which they've been trained. Response to reference questions, other than directional inquiries, shall remain the responsibility of paid staff.
- Volunteers should come during regularly scheduled time slots when adequate supervision is available. Drop-in volunteers may not be accepted as staff cannot plan tasks or supervise properly on a drop-in basis. Volunteers may choose not to come on a scheduled day; however, notification is appreciated.
- Volunteers will be informed of safety and security measures. They are NOT covered under Worker Compensation. Volunteers must be covered by their own vehicle insurance if their volunteer activity includes use of a vehicle; they are liable for their own fees for traffic offenses. Mileage reimbursement is not provided. The Town of Barnstead carries liability insurance and volunteers are covered under the provisions of RSA 508:17, the Volunteer Immunity Law.
- 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. Volunteers are asked to notify the library in advance if they will be discontinuing service.

- All volunteers are asked to call the library if they will be absent from their regularly scheduled hours. Volunteers who “no show” repeatedly may be asked to step down.
- Volunteers must record their hours on forms provided.
- Paid staff of the Oscar Foss Memorial Library may not volunteer at the library.
- In the event of an opening for a paid position, volunteers who apply for the position shall be treated and evaluated on the same basis as all other candidates.
- Tasks that a volunteer may be asked to perform include, but are not limited to, the following: shelving materials, processing new books, maintaining patron files, reading and organizing the shelves, assisting with children’s programs and crafts, weeding and cleaning library grounds, one-time projects, assisting in inventory/collection shifting, assisting with special events or fundraisers, photocopying materials, preparing materials for mailing, and starting/facilitating a club.