

Kimball Library Volunteer Policy

The Kimball Library welcomes the skills, talents and interest of adult volunteers to support and extend the services of the Library. (Please note: teenagers seeking an opportunity to complete their community service hours, should approach the Assistant Director to learn more.)

In compliance with New Hampshire Department of Labor Laws, the Library uses volunteers to supplement and complement, but not to replace the efforts of paid library staff. Library volunteers may help extend and enhance the work of paid staff but will not displace any paid employee from their position. Volunteers will not be placed in positions that could jeopardize the library's ability to operate if a volunteer failed to report to work.

Each volunteer must work under the direct supervision of a library staff member. Consequently, we are limited in the number of volunteers we can train and oversee at one time by existing demands on staff time. We encourage any interested party to contact the Library Director or Assistant Director to inquire if a position is available.

Guidelines:

Prospective candidates for an open volunteer position will complete a Library Volunteer Application. If the individual's qualifications, interests and schedule match the library's needs, they will be invited to complete the application process.

- Volunteers must uphold the same confidentiality, performance and behavior standards as paid Library staff.
- Volunteers are not allowed behind circulation desks or to do tasks that require the confidential handling of patron records and accounts.
- It is mutually understood that volunteer services are donated.
- Volunteers are expected to acquire a good knowledge of the mission of the Library and to operate within established policies and procedures.
- Volunteers may be subject to a background check depending on the role and tasks assigned.

Volunteers who violate any of the terms outlined above or who fail to fulfill a volunteer assignment or to appear when scheduled without prior notification may be dismissed. Nothing in these guidelines shall be deemed to create a contract between the volunteer and the Kimball Library or the Town of Atkinson. Both the volunteer and the Kimball Library have the right to terminate the volunteer's association with the Library at any time and for any reason, with or without cause.

Adopted by the Board of Kimball Library Trustees on February 13, 2024