



8 Route 129 | Loudon, NH 03307 | [MaxfieldLibrary.com](http://MaxfieldLibrary.com) | (603)798-5153

## **Volunteer Policy**

### **Purpose**

The Library accepts and encourages volunteers as part of our goal to reach out to our community. Volunteers support the work of staff members and our connection to the public. According to New Hampshire Department of Labor and U.S Department of Labor Laws, employers may not use volunteers in place of paid staff. Therefore, volunteers at the Maxfield Public Library supplement and complement the work of employees.

### **Applications**

Placement of an applicant may not always be possible, since the number of ongoing opportunities is limited. Applications not matching any current openings will be kept in a resource file for one year.

Before beginning volunteering, the volunteer will fill out a Volunteer Application Form. Volunteers are expected to adhere to the Patron Behavior Policy and are expected to uphold the same confidentiality, performance, and behavior standards as paid library staff.

Youth volunteers (14-17 years of age) will be required to submit the names and contact information for two non-familial references along with their application. The Library reserves the right to require criminal background checks for volunteers age 18 and older, particularly for ongoing or long-term assignments. The Maxfield Public Library will not accept court appointed volunteers.

### **Youth Volunteers**

The Maxfield Public Library will abide by all applicable laws concerning volunteers. New Hampshire Department of Labor defines use of youth volunteers under 18 years of age as casual employment. Specific paperwork is required for youth to be volunteers. Volunteers must be aged 14 or older.

- Volunteers aged 14 or 15 must provide:
  - Written consent of a parent
  - Proof of age
  - [Youth Employment Certificate](#) issued by the minor's school.
- Volunteers aged 16 or 17 must provide:
  - New Hampshire Department of Labor ["Parental Permission" form](#)

- Proof of age

Volunteer service cannot begin until the above paperwork is on file with the library.

Selection and supervision of volunteers is the responsibility of the Director and staff on duty at the time of volunteer service.

### **Selection**

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic. Prospective volunteers must complete a Maxfield Public Library Volunteer Application (see Appendix). If the individual's qualifications, interests and schedule match an available volunteer position at the Library, they will be notified.

### **Participation**

Volunteers may be asked to perform any of the following tasks:

- Organizing shelves
- Working on library grounds (gardening, weeding)
- Shoveling snow
- Carrying out one-time projects
- Craft Preparation
- Light maintenance
- Cleaning
- Shifting collections
- Indexing obituaries
- Data entry
- Scanning historical photographs
- Assisting with special library events (parties, fundraisers, etc.)

Volunteers will not be placed in positions that could jeopardize the library's ability to operate if a volunteer failed to report to work. The staff of the Maxfield Public Library aims to give volunteers meaningful responsibilities, appropriate orientation and training, effective supervision, and recognition. Volunteers are asked to inform the Director when they are unable to attend a scheduled time.

Volunteers are asked to keep a record of hours they work each week. Volunteers are not permitted access to patron or circulation records, and they are expected to maintain patron and staff confidentiality at all times.

Both the volunteer and the Maxfield Public Library have the right to terminate the volunteer's association with the Library at any time and for any reason, with or without cause.

**Compensation**

It is mutually understood that volunteer services are donated. Volunteers are not entitled to, nor should they expect, any present or future salary, wages or other benefits for their voluntary service.

**Trustees as Volunteers**

According to NH RSA 202-A:11, elected library trustees have certain responsibilities, including the appointment of a librarian (who is not a trustee) to oversee the day-to-day operations of the library. Elected library trustees have volunteered to hold their trustee position, and have fiduciary and legal responsibility for the library as a whole. If a library trustee wants to volunteer in the library in a capacity other than being a trustee, the volunteer duties should be clearly spelled out in a volunteer agreement signed by the volunteer and the library director in order to show that the volunteer duties are not related to the individual's duties as a trustee. There is a potential for conflict of interest in this situation given that the trustee would be supervised by library employees that are either hired by the Board of Trustees or hired by the library director and approved by the Board of Trustees.

Dyn [Signature] Date 6-3-2026  
(trustee)

Branna K. Hennel Date 6/3/2026  
(trustee)

\_\_\_\_\_ Date \_\_\_\_\_  
(trustee)

Adopted 6/2026

## VOLUNTEER APPLICATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ phone \_\_\_\_\_

Age \_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_  
\_\_\_\_\_

Have you volunteered or worked in a library before? \_\_\_\_\_

Please list any special skills that may be of interest to the Library: \_\_\_\_\_  
\_\_\_\_\_

Please list any special accommodations we need to consider: \_\_\_\_\_  
\_\_\_\_\_

Availability (Circle all that apply) Mon. Tues. Wed. Thur. Fri. Sat

How long do you plan to serve as a volunteer?  Short-term  Regular, on-going (A background check may be required at the volunteer's expense )

Your areas of experience and interest are:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Indexing/data entry   | <input type="checkbox"/> Fundraising        | <input type="checkbox"/> Photocopying, collating, etc. |
| <input type="checkbox"/> Landscape assistance  | <input type="checkbox"/> Craft preparation  | <input type="checkbox"/> Light cleaning/ dusting       |
| <input type="checkbox"/> Scanning historical photos  | <input type="checkbox"/> Write book reviews | <input type="checkbox"/> Special projects/ displays    |
| <input type="checkbox"/> Cleaning books, DVD's, etc.                                       | <input type="checkbox"/> Shifting materials |  |
| <input type="checkbox"/> Library Board of Trustees Positions (elected/alternate positions) |   |  |

Other \_\_\_\_\_

Confidentiality Agreement: I understand that it is the policy of the Maxfield Public Library to protect the privacy of those who use the Library. I agree to hold all information in complete confidence. In addition, I understand that a breach of confidentiality is grounds for dismissal for volunteer services.

I have received a copy of the Public Volunteer Policy

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_