

# **Volunteer Policy**

Individuals and groups are encouraged to volunteer their time and energy in the service of the Gilford Public Library. This volunteerism is valued and appreciated by the staff and the Library Board of Trustees. Volunteers help, under the direction of the staff, to provide support in implementing the mission and programs of the Library.

To comply with the New Hampshire Department of Labor Laws, the Gilford Public 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 be utilized to displace any paid employees from their positions.

Volunteer assignments will be organized by library staff.

- Each volunteer shall perform duties under the supervision of a designated staff member.
- Prospective volunteers are asked to complete a Volunteer Application.
- Placement of an applicant is based on qualifications, schedule and available opportunities and is not guaranteed. Applications not matching any current openings will be kept on file for one year from the date of submission.
- Teen volunteers (ages 14-17 years old) are required to have signed parental permission.
- Volunteers are expected to work as scheduled or call the Library if they will be absent.
- Volunteers are expected to uphold the same confidentiality, performance and behavior standards as paid Library staff.
- Volunteers will not work at jobs that require access to confidential of patron records and accounts.
- 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.
- Nothing in these guidelines shall be deemed to create a contract between the volunteer and the Gilford Public Library or the Town of Gilford.
- Both the volunteer and the Library have the right to terminate the volunteer's association with the Library at any time and for any reason, with or without cause.
- There will be an annual volunteer appreciation day coordinated by the staff and Trustees of the library.
- A separate e-newsletter for volunteers is available on a monthly basis.
- Volunteers are asked to log hours in a binder located in the Tech Room.

## **Friends of the Gilford Public Library**

The Friends of the Gilford Public Library is an independent nonprofit, 501c3 organization, dedicated to supporting the services, programs and special needs of the Library. The Library

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provides membership applications and dues are collected on an annual basis, serving as a major source of funding for the Friends. All are welcome, including people who live outside Gilford.

The Friends organization has an all-volunteer Executive Board and bylaws with an elected president that provides for the operation of the organization's activities. The Library Director serves as an advisor to the Friends and shall attend all Friends of the Library meetings to ensure that the Friends are aware of the goals and direction of the library and supply "wishlist" items and needs for Friends support. In addition, a member from the Board of Trustees will attend the Friends meeting to facilitate communication between the two groups.

Activities of the Friends include: fundraising, raising community awareness of library programs, supporting and cooperating with the library to fund programs and services; receiving and encouraging gifts and bequests to the library; and stimulating the use of library resources and services.

Friends meetings usually take place at the Library on the third Tuesday of the month at 4pm.