

**Pelham Public Library Volunteer Application (Teen – Under 18)
Volunteer Policies and Procedures**

VOLUNTEER POLICY

Purpose

Volunteers are a vital part of the Library who are able to provide additional support services to Library staff or work on special projects. The Library offers volunteer opportunities for individuals living or working in Pelham, and teen volunteer opportunities to fulfill required community service for High School. The use of volunteers by the library is beneficial to the community by providing an opportunity for area residents to participate in the community or to accumulate documented hours of volunteerism.

Conditions

To comply with New Hampshire Department of Labor Laws, the Pelham Public Library uses volunteers to supplement and compliment, 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. Volunteers will not have access to confidential patron information in accordance with NH RSA 201-D:11 Library User Records; Confidentiality. 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 Library is not under any obligation to accept specific offers of volunteer help. Acceptance will depend on the library's need, applicants' qualifications or skills, availability of staff to supervise, and other factors that would be considered for any paid employee. The library will comply with any NH Dept. of Labor rules and all applicable laws governing work conditions and restrictions that apply to volunteers, such as but not limited to Youth Employment Laws.

Application Process

1. Prospective volunteers will be asked to fill out a Pelham Public Library Volunteer Application. All teen applicants must be between the ages of 14-18 will need to fill out and complete the Volunteer Application form and have it approved by the Head of Teen Services & Marketing and the Library Director.
2. All Teen volunteers will be required to supply a photocopy of proof of age (birth certificate or driver license) to prove volunteer is 14 years or older.
3. Teen volunteers aged 14 or 15 will need to complete Request for NH Youth Employment Certificate form. Teen volunteers aged 16 or 17 will need to complete a State of NH Department of Labor Parental Permission form.

4. 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.
5. The Pelham Public Library will not accept court-appointed volunteers.
6. If the volunteer's qualifications, interests, and schedule match an available volunteer position at the Library, they will be notified of the opportunity. Placement of an applicant may not always be possible. Applications not matching any current openings will be kept on file for one (1) year from the date of submission.

Supervision and Training

- The Library will provide training and supervision needed for successful completion of any task assigned. At times, staff may postpone an activity or training, or request a change in schedule due to variations in Library activity levels and staff availability
- Volunteer assignments will be organized by staff at the Pelham Public Library. Each volunteer shall perform duties under the supervision of the Head of Teen Services & Marketing.
- Special volunteer opportunities may be developed for teen volunteers as recommended by, and under the supervision of the Head of Teen Services & Marketing with the Director's approval.
- The Library Director and Head of Teen Services and Marketing will periodically evaluate the effectiveness of the volunteer program to ensure that the Library is receiving full benefit from it.
- Volunteers are covered by the town of Pelham's insurance policy.

Responsibility of Volunteer

- All volunteers are required to follow the Library's Behavior Policy. Volunteers who do not adhere to the Library's Policies or procedures may be subject to dismissal.
- Volunteers shall never work with children or vulnerable persons without supervision by Library staff.
- No volunteer shall be given a task that compromises confidentiality of services.
- No volunteer shall be given any task that compromises health or safety.
- Respect confidentiality of library use by others, as required by NH RSA 201-D:11 Library User Records; Confidentiality
- The Library reserves the right to reassign or end assigned tasks at any time.
- The volunteer may at any time decide to terminate their agreement to work, or decline to perform any particular task suggested by staff.
- Reasons for termination of a volunteer's help may include but are not necessarily limited to: lack of staff time to supervise, changing needs, lack of skills to match activities needed, or unacceptable behaviors such as those described in the Code of Conduct Policy.

Thank you for your interest in volunteering at the library - we appreciate your help!
Please keep this page for your records. Complete and submit the following pages.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed January 10, 2019)

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**Pelham Public Library
Volunteer Application (Teen – Under 18)**

Volunteer Contact Information

Name	
Street Address	
City, State, Zip code	
Home Phone	
Cell Phone	
E-mail	
Best way to contact you? (Email, text, call)	
Age	

Person to Notify in Case of Emergency

Name	
Street Address	
City, State, Zip code	
Home Phone	
Work Phone	
Cell Phone	
Relationship?	

Availability

During which hours are you available for volunteer assignments?

When could you start? _____

Monday Time:
 Tuesday Time:
 Wednesday Time:
 Thursday Time:
 Friday Time:
 Saturday Time:

Commitment of Hours

I would like to volunteer on an ongoing basis at _____ hours per week.

I would like to volunteer until _____ (date) at _____ hours per week.

I would like to volunteer for _____ hours total to fill a community service requirement.

Previous volunteer/work experience, education, special training and/or hobbies:

Character or work reference(s):

Agreement and Signature

I certify that all statements above and attached to this Volunteer Application Form are true and complete to the best of my knowledge. I understand that false statements shall be sufficient cause for my volunteer activities to be discontinued by the Library.

I have read and understand the Volunteer Procedures on the first page, as well as the Library Bill of Rights. The full Volunteer Policy of the Pelham Public Library is available to me upon my request.

Signature of Volunteer: _____

Date: _____

Signature of Parent or Guardian: _____

(For Volunteer under age 18)

Date: _____

Please return this form to:

Krista Bordeleau
Head of Teen Services & Marketing
Pelham Public Library
24 Village Green
Pelham, NH. 03076

When do I Start?

Thank you for your interest in volunteering with us. Once we verify your application, a volunteer coordinator will contact you regarding current opportunities available at Pelham Public Library.

Director's Signature: _____

