



Hollis Social Library • 2 Monument Square • Hollis, NH 03049
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Hollis Social Library: Volunteer Policy

The Hollis Social Library values the time and commitment of citizens who volunteer to provide support in implementing the mission and programs of the Library. The Hollis Social Library, in compliance with the New Hampshire Department of Labor Laws, 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.

I. Volunteering at the Library

1. Volunteers shall be recruited without regard to any individual's age, race, nationality, religion, political or social views, gender identity, sexual orientation, or any other legally protected characteristic.
2. Prospective volunteers will be asked to fill out a *Hollis Social Library Volunteer Application*. 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.
3. Volunteer assignments will be organized by staff at the Hollis Social Library. Each volunteer shall perform duties under the supervision and direction of library staff.
4. Volunteers will not be placed in positions that could jeopardize the Library's ability to operate if a volunteer failed to report to work.
5. All volunteers are required to follow all Library policies. Volunteers who do not adhere to the Library's policies and procedures may be subject to dismissal.

II. Adult Volunteers

1. Adult volunteers (ages 18+) must submit to a criminal background check at their own expense.

III. Youth Volunteers

1. All youth volunteers must be age 14 or older.
2. All youth volunteers will be required to supply a photocopy of proof of age (birth certificate or driver's license) to prove volunteer is 14 years or older.
3. Youth volunteers age 14 or 15 will need to complete State of NH Department of Labor form *NH Youth Employment Certificate*.
4. Youth volunteers age 16 or 17 will need to complete a State of NH Department of Labor *Parental Permission Form Youth Age 16 or 17 (RSA 276-A:4 VIII & LAB 1002.02)*

This policy will be reviewed and revised by the Hollis Social Library Board of Trustees as needed.

Approved: November 13, 2023

Reviewed/Revised: November 13, 2023

Reviewed by Legal Counsel: October 23, 2023