



Peterborough Town Library

2 Concord Street, Peterborough, NH 03458-1511 ■ (603) 924-8040 ■ PeterboroughTownLibrary.org

Volunteer Policy

The library welcomes volunteers. All volunteers are asked to fill out an application and sign the volunteer library agreement. Volunteers do not take the place of a staff person or complete duties listed in a staff person's job description. The volunteer program is in compliance with the New Hampshire Library Association Best Practices for Volunteers.

(https://www.nh.gov/nhs/documents/best_practice_volunteers.pdf)

Volunteers are involved in special tasks and projects to assist library staff. Examples of tasks include shelving materials, craft and bulletin-board projects, cleaning, assisting with data entry, labeling, and program assistance.

Days and hours for volunteers are flexible, to be communicated between the volunteer and library staff.

All adult volunteers (age 18 years of age or older) are required to have references and a criminal background check. Volunteers who are able to commit to serving for six months or longer are preferred.

All volunteers ages 10-17 need to fill out the Volunteer Agreement form, Youth Employment Certificate (ages 14-17 only) and Proof of Age form.

Volunteers are expected to be responsible, respectful, self-disciplined, and timely. They must abide by workplace rules, library policies, and safety practices. They must keep a record of hours spent at the site. Attendance at occasional Volunteer Update sessions is required.

Volunteers are asked to wear a volunteer nametag and refer any patron questions to library staff.

Volunteers will be supervised by a staff member based on the task they are assigned.

Approved 10/26/2017

Edited 6/13/22, 1/17/25