*Volunteers are recognized as key contributors to the success and mission of the Davis Public Library. They enhance and extend the services provided by paid staff but under no circumstance should they be used to supplant or take on the duties of paid staff members, to include working alone except in cases of professional days, vacation, sick leave and emergencies. Volunteers are not expected to perform the scope of duties assigned to professional staff and should have very specific tasks for which they are properly trained and supervised. Volunteers are valued for their dedication, enthusiasm and for the services they perform in support of the Library.*

* Volunteers are any individuals age 12 or above who assist with work done at the Library, without remuneration, as part of an authorized volunteer program. Volunteers under age 18 must have a signed parental permission slip.
* Volunteers are selected based on their qualifications and the needs of the Library at any given time. While we appreciate every person who wishes to volunteer at the Library, opportunities for voluntary time are limited. Volunteers will be interviewed like any other job candidate to ensure that the match between task and candidate is suitable. Volunteers who cannot commit to a regular work schedule may be referred to the Friends group who have a flexible schedule. A volunteer must be trained and supervised by paid staff, limiting the number of volunteers to those whom staff have time to supervise and evaluate on a regular basis.
* The Library is under no obligation to take volunteers from outside services seeking placements. The Library chooses not to accept court appointed volunteers for reasons of liability. Individuals seeking assignments to meet a requirement from an outside agency for the performance of service are subject to all the selection and evaluation criteria which any volunteer would be expected to fulfill. All volunteers over the age of 18 who will be working unsupervised with children will be required to have a criminal background check before beginning service. Underage volunteers will NOT be allowed unsupervised contact with children at any time. The Library will pay for background checks.
* Volunteers are required to uphold the same confidentiality, performance and behavior standards as staff. They will be trained by paid staff for specific tasks and no task for which training has not been provided will be expected of a volunteer. Response to reference questions, other than directional inquiries, shall remain the responsibility of paid staff.
* Volunteers may be asked to commit to regularly scheduled time slot when adequate supervision is available. Generally, drop-in volunteers will not be accepted as staff cannot plan tasks or supervise on a drop-in basis.
* Volunteers will be informed of safety and security measures. They are NOT covered under Workmen’s Compensation. Volunteers must be covered by their own vehicle insurance if their volunteer activity includes use of a vehicle and are liable for their own fees for traffic offenses. Mileage reimbursement is not provided. The Town of Stoddard carries liability insurance and volunteers are covered under provisions of RSA 508:17, the Volunteer Immunity Law.
* A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made. Volunteers are asked to notify the Library two weeks in advance if they will be discontinuing service. Also, all volunteers are asked to call in if they will be absent from their regularly scheduled hours.
* In the event of an opening for a paid position, volunteers who apply for the position shall be treated and evaluated on the same basis as all the other external candidates.
* Volunteers are asked to log in their hours.
* Volunteers who cannot keep their commitment are asked to inform the Library Director.