



POLICY

Created: 5/31/2024

Approved: 9/30/2025

Volunteers

The Newburgh Free Library welcomes volunteers who are interested in contributing their time and talents to further the Library's mission "to inform, enrich, and inspire people of all ages."

The Library recognizes that the use of volunteers strengthens relations with the community through positive participation. The Library encourages volunteers from all backgrounds who are willing to share their time, skills, and experience to benefit Library patrons and facilitate the work of staff.

The Library will make judicious use of volunteers in a way that is mutually beneficial. Volunteers are required to follow all Library policies, regulations, and procedures, as well as applicable School District rules and policies. The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library.

Volunteers may be involved in many facets of Library operations, including, but not limited to: assisting librarians, helping with clerical tasks, and assisting with or leading programs.

Volunteer assignments depend on departmental needs and may be seasonal or limited to a one time project or event. Volunteers are meant to help, not replace, the Library staff. School age volunteers looking to earn community service credit may be appointed based on the availability of work at the time of application. Library staff responsible for assigning volunteers will identify appropriate tasks and/or projects as well as provide supervision and feedback.

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- Volunteers will not be assigned to provide one-on-one tutoring, reading, or other instruction of any sort to a minor.
- No volunteer will have unsupervised direct contact with minors.
- Use of volunteers will not conflict with or replace any duly appointed and/or authorized School District personnel or the duties/job responsibilities of such personnel
- Volunteers will be required to wear appropriate identification at all times when volunteering at the Library
- Volunteers must be 15 years of age or older
- Volunteers between the ages of 15-17 will be required to have working papers
- Volunteers must sign in and out of the building
- Volunteers must maintain the confidentiality of all information learned about patrons and the Library

Library personnel who are responsible for tasks and projects that involve the use of volunteers will identify appropriate tasks and time schedules for such volunteer activities as well as make provisions for adequate and appropriate supervision and evaluation.

Individuals wishing to volunteer must submit a volunteer application form along with a valid photo ID, two non-family member personal references, and disclosure of any criminal convictions. The Library Director or designee will be responsible for reviewing the application, contacting the references, and interviewing the applicant to determine if the individual is appropriate to volunteer in a Library setting before approval. Once approved the application will be filed with the Human Resources Office. A criminal background check may be required of volunteer applicants. Any volunteer applicant with a previous criminal conviction must also be reviewed and approved by the Board of Education.

Accepting court-appointed volunteers is at the discretion of the Library Director. The applicant will explain to the Director and Volunteer Coordinator the circumstances

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requiring services, including any pending charges or convictions as well as provide documentation from their attorney or court officer.

Approved volunteers must sign a Confidentiality Agreement certifying that they will respect the privacy rights of Library patrons and abide by the Library's Confidentiality of Library and Patron Records Policy.

All volunteers are required to follow Library and District policies, regulations, and procedures. Any staff member who supervises a volunteer(s) who becomes aware that a volunteer has violated Library or District policies, regulations, or procedures must promptly report any violations to the Library Director and/or the Superintendent of Schools, who will determine whether to withdraw approval for the individual to provide volunteer services to the Library.

Any volunteer against whom an allegation of child abuse has been made will not, pending resolution of the allegations, be permitted to render volunteer services to the Library.

The Library Director will be responsible for maintaining a current and complete list of all active, approved volunteers and their assignments.

This Policy will not apply to students who perform services for the Library under the auspices of a college or university program in coordination with the Library.

Volunteers understand that the Library may at any time and for any reason terminate the volunteer's relationship with the Library.