



## ASHBURNHAM STEVENS MEMORIAL LIBRARY

20 Memorial Drive • Ashburnham MA 01430 • 978-827-4115 • [library@ashburnham-ma.gov](mailto:library@ashburnham-ma.gov)

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### **VOLUNTEER POLICY**

Volunteers provide support to the Stevens Memorial Library staff and perform a wide variety of tasks that are critical to the mission of the Library. Volunteers supplement, but do not replace, the work done by employees. Volunteers may perform a range of duties based on their talents and interests and the needs of the Library.

#### **DEFINITIONS**

Stevens Memorial Library volunteers perform a service by contributing their time, energy, and talents to the Library. Volunteers receive no financial compensation, and must be enrolled by the Library prior to performing assigned tasks. There are three basic categories of volunteer:

a) **VOLUNTEER**

Any individual, sixteen (16) years or older, who assists with work done at the Stevens Memorial Library, without remuneration.

b) **STUDENT INTERN**

Any middle school, high school, college student, or organization member who performs volunteer work, without remuneration, as part of an authorized school or organizational program to earn academic credit or merit awards. All student interns require the permission of a parent or guardian to volunteer.

c) **COMMUNITY SERVICE**

Persons who seek volunteer assignments at the Stevens Memorial Library to meet a requirement set by an outside agency for the performance of community service are subject to the volunteer selection process and all other provisions of this policy.

#### **RESTRICTIONS**

a) The Fair Labor Standards Act (FLSA) does not permit an individual to perform hours of volunteer service for a public agency when those hours involve the same type of services which the individual is employed to perform for the same public agency.

b) Outside organized non-profit groups who volunteer to carry out a specific project at the Library must comply with federal and state labor laws.

## **APPLICATION / APPOINTMENT**

Prior to engaging in any volunteer activity, each volunteer is required to submit a Library volunteer application form and speak with a supervisory staff member. Upon approval of the Library Director or supervisory staff, the volunteer may be scheduled for training and work assignments. Each individual who participates in this volunteer program acknowledges that they are not an employee of the Stevens Memorial Library or the Town of Ashburnham. Each individual who participates in this volunteer program signs a document releasing the Library and the Town from liability for injuries sustained by him/her.

### **1. BACKGROUND CHECKS**

As part of the appointment process, the Library investigates an applicant's work and personal history, which may, depending upon a prospective volunteer's assignment, include a Criminal Offender Record Inquiry (CORI) and/or a Sex Offender Registry Information (SORI) check.

### **2. VACANCIES**

Volunteers are selected based on their qualifications, the needs of the Library at any given time and their reliability. Unsolicited volunteer applications are considered to determine if a vacancy exists that matches the skills of the applicant. If there are no suitable volunteer opportunities, application forms are kept on file for a period of one year. Applicants will be contacted if a project is identified that matches their interests or qualifications.

### **3. SUPERVISION**

Volunteers work directly with Library staff members to receive training and complete projects. All volunteers are assigned one primary staff member to guide them in their work, however other staff may offer guidance to volunteers.

### **4. HOURS OF SERVICE**

All volunteer work must be completed within operational Library hours unless an exception is made by the Library Director. Hours of volunteer service are at the mutual convenience of the volunteer and the supervisory staff member. Because supervisory staff prepare meaningful volunteer assignments, volunteers are asked to give reasonable notice if they are unable to report to work during their agreed upon schedule.

### **5. UNAVAILABLE INSURANCE**

Neither the Town of Ashburnham nor the Stevens Memorial Library will provide any medical, health, accident, or worker's compensation benefits for any volunteer.

Volunteers are not eligible to receive worker's compensation benefits for any injuries sustained while working as a volunteer.

#### 6. PUBLIC SERVICE

While Library volunteers typically have limited public service exposure, they are expected to act in accordance with Library policies and to reflect positive customer service attitudes to all Library patrons.

#### 7. CONFIDENTIALITY

Librarians' professional ethics require that personally identifiable information about Library users be kept confidential. While Library volunteers typically have limited exposure to Library records, they are expected to respect the confidentiality of Library users.

#### 8. TERMINATION

Nothing in this policy creates a contract between the volunteer or intern and the Stevens Memorial Library or Town of Ashburnham. Both the volunteer and the Stevens Memorial Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

## **Stevens Memorial Public Library Volunteer Application**

### **VOLUNTEER CONTACT INFORMATION**

Name:

Street Address:

City and State:

ZIP Code:

Phone:

E-Mail Address:

Best way to contact you:

### **PERSON TO NOTIFY IN CASE OF EMERGENCY**

Name:

Street Address:

City and State:

ZIP Code:

Phone:

## **CORI (Criminal Offender Record Information) Request**

The Stevens Memorial Library is requesting all the available criminal offender record information (CORI) on the following individual from the Department of Criminal Justice Information Services pursuant to Chapter 6, 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding volunteers prior to accepting any person as a volunteer.

### **Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand that the Ashburnham Stevens Memorial Library and the Town of Ashburnham is not liable for any injuries sustained while working as a Library volunteer. The signature below constitutes consent for the Ashburnham Stevens Memorial Public Library to conduct a CORI check.

Name (printed):

Signature:

Date:

\*Please fill out the attached CORI form and include a photocopy of your driver's license or passport.

Please Return This Form To:

Library Director

Stevens Memorial Library

20 Memorial Drive

Ashburnham, MA 01430

## **Criminal Offender Records Information (CORI) Policy**

In order to promote security for Library patrons, especially children, the elderly and the disabled, all volunteers aged 18 and over will undergo a Criminal Offender Records Information (CORI) check. Authority for this check is given to the Ashburnham Stevens Memorial Library under M.G.L. Chapter 6, §172H. This is a final check in the volunteer screening process.

Volunteers must complete the request form acknowledging that a CORI check will be conducted by the Department of Criminal Justice Information Services (DCJIS), an agency of the Commonwealth of Massachusetts. Access to CORI is limited to the Library Director. Upon request, CORI information will be shared with the volunteer to whom it pertains.

A volunteer's CORI record will not be disseminated to any other person or agency. CORI records are not part of the public record, and will be kept in a secure location separate from other files, and may be retained for not more than three years. Only one copy of an individual's CORI will be kept in the file at any time. Superseded copies will be shredded.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. If a criminal record is received from DCJIS, the authorized individual will ensure that the record relates to the applicant. If the Ashburnham Stevens Memorial Library is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the Ashburnham Stevens Memorial Library CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record. Applicants challenging the accuracy of the policy shall be provided a copy of DCJIS's Information Concerning the Process in Correcting a Criminal Record.

If the Ashburnham Stevens Memorial Library reasonably believes the record belongs to the applicant and is accurate, the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

The Stevens Memorial Library will notify the applicant of the decision and the basis of the decision in a timely manner. Modeled after the Department of Criminal Justice Information Services "Model CORI Policy". 5 CHAPTER 6, § 172H CORI REQUEST FORM Stevens Memorial Library is requesting all the available criminal offender record information (CORI) on the decision in a timely manner.

Modeled after the Department of Criminal Justice Information Services "Model CORI Policy."

