



NEW ROCHELLE PUBLIC LIBRARY ADULT VOLUNTEER POLICY

The New Rochelle Public Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library exceed its commitment to providing quality service to the public.

Volunteering directly at NRPL offers residents a way to contribute to their community, fulfill personal goals, gain new experiences, achieve a sense of satisfaction, and learn more about the Library.

Volunteering indirectly through the Friends of the New Rochelle Public Library, Inc., or another group that operates to support the Library, are an additional way to gain the aforementioned benefit. All separate volunteer groups must have a written agreement with the Library for volunteering that takes place at the Library, or in connection with Library programs. Such groups are responsible for ensuring their volunteers abide by the terms of this Policy, and their own internal policies and procedures.

It is important for the Library and its volunteers to work together with clarity to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

It is the Library's policy to use volunteer help to assist regular staff in supplemental areas wherever possible, but not to provide basic services. Volunteers are not intended to take the place of paid staff. They may undertake a variety of work assignments in an effort to match necessary library tasks with the aptitudes, interests, and skills of particular volunteers.

Adult Volunteer Application Process

Applicants must be at least 18 years of age or older. Each potential volunteer must complete an application, which will be kept on file in the Library. Application forms are available at the service desks at the Main Branch of the Library (1 Library Plaza, New Rochelle, NY) or on our website. Paper applications should be returned to the Volunteer Coordinator. Online applications can be submitted via the online application link.

Completion of the application process does not guarantee a position as a volunteer. Our ability to take in volunteers is dependent on the number of volunteers we currently have, as well as the number of tasks available for our volunteers to complete. In most cases, candidates will be accepted only after a successful interview and after a background check is performed.

If there are no suitable volunteer opportunities available immediately, applicants will be advised and application forms will be kept on file for six months from the date of application. The Library accepts volunteers requiring court-ordered community service at the discretion of the Library Director. The Library will only allow non-violent offenders to do court-ordered volunteer work in the library.

The library has the right to decline any application at the Volunteer Coordinator's discretion.

Volunteer skills, experience, availability and interests will be considered in placement and job assignments. Volunteer placement is based on the following criteria:

1. Needs of the Library at any given time
2. Qualifications of volunteer applicants
3. Volunteer's ability to commit to a schedule of hours
4. Availability of staff time to supervise volunteers

Volunteer Protocols

Volunteers are not considered employees of the Library and are not entitled to any of the benefits, such as health insurance or worker's compensation, afforded to the Library's employees by law and pursuant to their collective bargaining agreement with the Library.

Volunteers may only enter staff areas of the building when they are doing the work of the Library, and use of staff areas must be scheduled with library staff. Volunteers may not use staff spaces or staff equipment for personal work or business unrelated to their volunteer work for the Library. Volunteers must wear their volunteer badges at all times of volunteer service.

Applicants will be asked to sign a "Volunteer Release of Liability and Confidentiality Agreement." Volunteer service shall be confirmed by a letter that confirms the details of the volunteer service.

The Library carries insurance that covers formalized volunteer activities. Any injuries should be reported immediately to the supervisor and the librarian in charge.

New Rochelle Public Library volunteers are not representatives of the Library, but as the public may perceive them as such, at all times volunteers are required to comport themselves as required by library policy and the ethics of the American Library Association. All volunteers are bound by rules contained in all Library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality. A volunteer arrangement may be ended at any time

for any reason. Failure to follow Library policies and the Library Code of Conduct, adhere to the direction of the library staff, or follow the guidelines of the Volunteer Handbook is cause for ending the volunteer experience.

Adopted by the New Rochelle Board of Trustees on November 13, 2025