



Palmyra Community Library Volunteer and Internship Program Policy

Purpose

The Palmyra Community Library (the Library) Volunteer and Internship Program provides educational and service-based opportunities for high school students and adults who wish to support the Library while gaining exposure to public Library services, community engagement, and professional skills in information management.

The program is designed as an unpaid educational or volunteer experience and does not replace the work of paid staff.

Program Structure

1. **Participants:**
 - High school students approved by the Library.
 - Adult volunteers (18 years or older) accepted based on Library needs and staff capacity.
2. **Schedule:**
 - Student interns: Scheduled by mutual agreement with Library staff.
 - Adult volunteers: Scheduled by mutual agreement with Library staff.
3. **Supervision:**
 - All interns and volunteers are directly supervised by a designated Library staff member.
 - A staff member will serve as mentor and program coordinator.
4. **Compensation:**
 - All positions are unpaid.
5. **Duration:**
 - Student internships are determined by the Library.
 - Adult volunteer commitments may be short-term or ongoing, as determined by the Library.

Legal and Compliance Requirements

1. Labor Classification

- Student internships comply with New York State Department of Labor guidance (P725, 2023) defining educational internships under the Fair Labor Standards Act (FLSA).
- Interns and volunteers may not perform work that replaces paid staff duties. Activities must be primarily educational, observational, or supportive in nature.



Palmyra Community Library Volunteer and Internship Program Policy

2. Age and Access Restrictions

- Participants under 18 years of age:
 - May not access Patron records, circulation systems, or any Library software containing personally identifiable information (PII).
 - May not sign confidentiality agreements and are restricted from using the Evergreen ILS or local Patron databases.
- Participants 18 years or older (including adult volunteers):
 - May be granted limited system access only after completing required training and signing the Systems Access and Confidentiality of Library Records agreement.
 - Access levels are determined by the Library.

3. Safety and Training

- All interns and volunteers must complete the Library's workplace orientation, including:
 - Emergency procedures.
 - Sexual harassment prevention training, as required under New York State Human Rights Law §201-g, if they are working unsupervised and/or with Library patrons.
- The library may conduct background checks for adult volunteers and interns 18 years or older, consistent with Education Law §3215, Labor Law §135, and Article 23-A of the Corrections Law.

4. Insurance and Liability

- Interns and volunteers are not employees of the Library and are not covered by unemployment insurance or workers' compensation.
- Student interns must have a release signed by a parent or guardian.
- Adult volunteers must sign a volunteer agreement acknowledging their non-employee status.

5. Intellectual Property (Unpaid Interns and Volunteers)

- Any materials created during participation (e.g., displays, posters, digital content) are licensed to the Palmyra Community Library for non-exclusive, perpetual use.
- The creator retains ownership and may use the work in portfolios or resumes, provided no confidential or restricted information is disclosed.

6. Nondiscrimination and Inclusion

- The program complies with the New York State Human Rights Law, the Americans with Disabilities Act (ADA), and Equal Employment Opportunity standards.
- Participation is open to all qualified individuals regardless of background, consistent with the Library's DEI commitments.



Palmyra Community Library Volunteer and Internship Program Policy

8. Termination

- The Library reserves the right to end an internship or volunteer placement if conduct, attendance, or performance is inconsistent with Library expectations or compliance requirements.
- Interns and volunteers may end their participation by providing reasonable notice, preferably at least two weeks in advance.

Approved by the Palmyra Community Library Board of Trustee, dated 9/17/2026.