

# **Volunteer Policy**

## **Schiller Park Public Library**

### **Purpose**

The Schiller Park Public Library recognizes the great contributions that volunteers can make to the library and community. Volunteers help the Library expand and enrich its services. The Library encourages volunteerism by providing opportunities for residents to perform a variety of tasks and functions. Volunteers serve without promise, expectation, or receipt of compensation for services rendered.

### **Eligibility**

To be considered for a volunteer position, individuals must fill out a volunteer application form. Volunteers will not be used to replace the work done by paid library staff and volunteer without promise, expectation or receipt of compensation for services rendered. No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Volunteers under the age of 18 must have parental consent to volunteer. The Library will only accept volunteers 14 and older. The Library does not accept court-ordered volunteers. Volunteers over the age of 18 will be subject to a background check.

Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion. Submitting an application does not guarantee availability of Community Service hours at the library.

### **Expectations**

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

### **Library Responsibilities**

All volunteers will receive an orientation to the program they will be working with and a tour of the Library.

Volunteers will receive on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

### **Volunteer Responsibilities**

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so that alternative arrangements may be made.

Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as Library staff. Volunteers must maintain confidentiality of privileged information that they are exposed to while volunteering. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

### **Equal Opportunity**

The Schiller Park Public Library maintains a strong equal opportunity policy. Volunteers are recruited, placed, trained, recognized, and dismissed on the basis of competence and job performance without regard to any individual's actual or perceived characteristics protected by law, such as sex, race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, ancestry, national origin, citizenship status, work authorization status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law.