



## **VOLUNTEER POLICY**

### **Purpose**

Volunteers at the La Grange Park Public Library contribute time, energy, talents, and fresh perspectives. They perform a variety of tasks that supplement the efforts of paid staff and they enrich the library's offerings. The purpose of the Volunteer Policy is to provide guidelines for the volunteer program and those who participate in it so the library and its volunteers can work together to provide excellent service for the residents of La Grange Park.

### **Definitions**

- Volunteer: any individual, entering 6th grade or older, who assists with work done at the La Grange Park Public Library without remuneration.
- Trustee: any individual having been legally elected or appointed to serve on the Board of Library Trustees of the La Grange Park Public Library. The role and expectations of library trustees are primarily determined through the Illinois Compiled Statutes (ILCS), the La Grange Park Board of Library Trustee Bylaws, and the library's Trustee Ethics Statement. Trustees are to serve on a volunteer basis, without remuneration. No immediate family members of library trustees may be employed by the library in any capacity.

### **Volunteer Guidelines**

Volunteers must complete a Volunteer Application and interview with the staff member who will supervise them. Upon request, prospective volunteers will provide references and submit to a criminal background check. Volunteers under 18 must have written permission from a parent or guardian before beginning their volunteer hours. Selection is based on qualifications of applicants and the needs of the library at any given time.

The library staff will determine selection, placement, scheduling, and training of volunteers. Applicants will be placed on the schedule if a project matches their interests or qualifications. This policy does not constitute a contract between the library and a volunteer. Therefore, both the volunteer and the library have the right to discontinue the volunteer's service at any time.

Volunteers will work when supervisors are readily available during regular library hours of operation. Volunteers will contact their supervisor before the assigned shift if they will be absent or tardy. No volunteer will be allowed in the library outside of regular hours except in rare circumstances.

While they are at LPPL, volunteers agree to abide by relevant library rules and policies. It is the library's responsibility to provide training and supervision to volunteers. Volunteer duties will never replicate a major portion of a paid staff member's job description for an ongoing period of time.

Volunteers are not covered by library insurance, including Worker's Compensation. Any work related expenses incurred (i.e.: mileage) must be established before service begins in order to be eligible for reimbursement by the library. The Fair Labor Standards Act (FLSA) prohibits individuals currently employed by a public agency from volunteering for the same organization.