

## **VOLUNTEER POLICY**

Volunteers at the Crete Public Library District (CPLD) contribute time, energy, talents, and fresh perspectives to a variety of tasks that supplement the efforts of paid staff and enrich the library's offerings. Volunteer opportunities further the relationship between the library and the community and give interested community members a chance to contribute to the library's mission and goals. Volunteer services are not intended to replace the work of employed staff.

The library will accept volunteers who need to fulfill service hour requirements for school or other civic organizations. The library will consider accepting applications from students taking practicum courses or seeking unpaid internships in order to get library experience on an individual basis in consultation with the Executive Director and department managers based on the experience sought by the student and the tasks available at the library. The library does not accept volunteers seeking court-ordered community service hours. [See Appendix for CPLD Volunteer Application]

Volunteer opportunities are based upon the needs of the library, and may therefore be limited based on the availability of supervisory staff, tasks, or hours. All interested volunteers are required to complete an application provided by the library and may also be interviewed by a library staff member. References may also be considered when accepting applicants. Staff will then determine selection, placement, scheduling, and training of volunteers based on interests, availability, experience, and qualifications of the applicant.

Applicants age 15 and younger are required to have a parent or guardian sign a permission form. If there are no suitable opportunities at the time of submission of an application, the application will be kept on file for three months.

### **General Provisions:**

- A volunteer is any individual who assists with work done at the Crete Public Library without wages, benefits, or expectation of monetary compensation of any kind.
- Nothing in this policy shall be deemed to create a contract between the volunteer and the library. Both the volunteer and the library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.
- The Crete Public Library will not provide any medical, health, or worker's compensation benefits for any volunteer.
- Volunteers shall be given the respect and courtesy given to paid employees of the library.
- Preference will be given to CPLD residents first.
- Volunteers who are a family member of library staff will not be placed under the direct supervision of their family member.
- If a paid library position becomes available, volunteer applicants shall be evaluated on the same basis as other applicants.
- The library cannot commit to providing a certain number of hours by a certain deadline.

While not paid employees of the library, volunteers are covered by many of the policies found in the CPLD Employee Handbook. As such, volunteers are welcome to review the Employee Handbook, particularly the sections on equal opportunity employment, the ADA, and the anti-harassment and anti-discrimination policies. The library will also follow all applicable federal, state, and local laws.

### **Guidelines**

Volunteers are bound by the policies and procedures of the Crete Public Library. A library staff member will review the significant policies with volunteers, but volunteers are also welcome to review the CPLD Policy Manual, most notably the Confidentiality of Patron Records Policy, among others.

In general, volunteers are expected to abide by the same code of conduct as employees, including but not limited to dressing appropriately and upholding the library's standards of service to the public.

Volunteers who use private vehicles for library business must provide proof of automobile liability insurance and a valid driver's license.

### **Schedule and Tasks**

- Volunteers shall agree to a pre-arranged schedule based upon the needs of the library. This schedule will usually be during the library's regular hours of operation, with the occasional exception for special events outside of regular hours.
- Volunteers must contact library staff before their assigned shift if they will be absent or tardy. Upon missing two scheduled shifts without notification, a volunteer's appointment with the library may be terminated.

### **Documentation**

Upon request, volunteers will be provided with documentation regarding their service and the number of hours completed.

### **Friends of the Crete Public Library**

The Friends of the Crete Public Library is an affiliate group that supports the library and is comprised of members who serve on a volunteer basis. This Volunteer Policy does not extend to the Friends as they are governed by their own bylaws. However, some volunteer applicants may be referred to the Friends depending on the availability of appropriate volunteer opportunities with either the library or the Friends group.