

# VOLUNTEER POLICY

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## **Purpose**

The purpose of this policy is to provide guidelines for the Library's volunteer program and those who participate in it. Our volunteer program enhances library service by supplementing, not replacing or reducing, library staff with volunteers. Nothing in this policy creates an employment contract between the volunteer and the Library, therefore both the volunteer and the Library have the right to discontinue the volunteer's service at any time.

## **Eligibility**

The Volunteer Program of the St. Charles Public Library District is open to persons 10 years of age or older. Individuals or groups wishing to volunteer must complete a Volunteer Application. The Library cannot guarantee placement of all applicants. If accepted into the Volunteer Program, adult applicants must give written permission for the Library to conduct a criminal background check. The Library may check a volunteer's references and has the absolute right to decline anyone as a volunteer without cause or statement of reason. Individuals should not volunteer with the sole purpose of gaining employment at the Library. On special occasions, immediate family members of Library staff may be allowed to volunteer on a one-time basis as long as the staff member accompanies them at all times.

## **Supervision**

When a volunteer is assigned to a particular area, their training becomes the responsibility of that department's supervisor or designated staff member. Volunteers may perform varied duties as specified in individual volunteer position descriptions developed by Library supervisors or staff. Minor volunteers ages 10-14 will be under the supervision of the Youth Services Department and ages 14-18 will be under the supervision of the Adult Services Department.

## **Disclosures**

Volunteers are covered under the Library's general liability insurance, but they are not covered by the Library's worker's compensation insurance. 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 prohibits individuals

currently employed by a public agency from volunteering for the same organization. Staff must be paid for all time spent working on behalf of the Library.

The Friends of the St. Charles Public Library and the St. Charles Public Library Foundation are volunteer organizations separate from the St. Charles Public Library. Any member of these groups will be expected to adhere to the Volunteer Policy while engaged in Library duties. Both groups may maintain their own policies and guidelines with the understanding that said policies should in no way conflict with the Library's policies.

### **Volunteer Guidelines**

- Volunteers are asked to notify their supervisor if they are unable to complete an assigned volunteer shift.
- Volunteers will respect the right to privacy of our patrons and employees. All volunteers will be asked to sign a confidentiality agreement. Failure to maintain confidentiality will result in immediate termination of a volunteer role at the Library.
- While volunteering at SCPL, volunteers agree to abide by relevant rules, guidelines, and policies as established by the Board and the staff.
- Volunteers are asked to wear their volunteer badge while on duty and dress appropriately for the work being done.
- Except in rare circumstances, volunteer work should only be done during regular hours of operation. Volunteers should never be in the library alone without a staff member present.
- Library owned equipment and materials are for Library use only and not for the personal use of volunteers.

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