

POLICY 415 VOLUNTEERS

The Lisle Library District (LLD) offers volunteer opportunities for the public to serve the Library and the community. Participation is contingent upon compliance with all applicable LLD policies and procedures. The LLD Director and/or designee shall determine what is in the best interest of the LLD when accepting and placing volunteers.

A. Purpose

The LLD volunteer program is designed to:

1. Encourage public service and community involvement.
2. Complement the efforts of LLD employees.
3. Serve as a means to become more familiar with LLD services, resources, materials, and programs.

B. Procedure

Selection is based on candidate qualifications, volunteer activity requirements, and on the ability to commit to a schedule as determined by a designated LLD employee. Adults and teens may volunteer at the LLD.

To become a volunteer, individuals must:

1. Complete an application to volunteer at the LLD. Written parental/guardian permission is required for any volunteer under the age of 18.
2. Complete an interview with LLD staff.
3. Undergo a criminal background check for those 18 years of age or older (see LLD Policy 830).

C. Selection

If a volunteer opportunity arises that meets the needs of the LLD and also matches a volunteer's qualifications, a designated LLD employee will interview the candidate. Candidates 18 years of age or older will be provided the applicable form/s to authorize a criminal background check.

Upon a successful background and/or reference screening, the LLD shall contact the volunteer to conduct an orientation.

While the LLD appreciates every person who wishes to volunteer, opportunities for volunteer work are limited. Therefore, if there are no immediate volunteer openings, completed applications shall be retained for one year for future consideration.

D. Supervision

LLD volunteers will have an on-site supervisor who is responsible for the assigned volunteer work.

Supervisors shall:

1. Be available for volunteer assistance and/or guidance.
2. Apprise the volunteer of all applicable policies/procedures that relate to their work.
3. Afford volunteers with the necessary supplies, equipment, and/or space to perform their work.
4. Record the volunteer's hours during their tenure with the LLD.

E. Responsibilities

LLD volunteers are representatives of the Library while on duty and carry responsibilities that reflect the values of the LLD.

Volunteers shall:

1. Comply with the mission, values, goals, and all applicable policies of the LLD.
2. Be able to capably perform assigned work in order to continue to volunteer at the LLD.
3. Maintain the confidentiality of all LLD proprietary/privileged information, such as confidential information involving technology, staff, Trustees, other volunteers, or patrons.
4. Arrive on time to begin work as scheduled.
5. Contact their supervisor if there is a delay or when not able to work.
6. Wear an assigned LLD volunteer badge that identifies the wearer as a volunteer while they are working.
7. Supply the LLD a copy of their current/valid vehicle insurance card if they use their personal vehicle while volunteering.

F. Practice

1. Volunteers are not paid for their service/work.
2. The LLD does not discriminate on the basis of any legally protected class in relation to the selection and/or retention of volunteers.
3. Volunteers shall not be used to replace or reduce the number of LLD employees.
4. Both the volunteer and the LLD have the right to terminate the volunteer's association with the LLD at any time, for any reason, with or without cause. The LLD shall provide documentation for the discontinuation of volunteer service.
5. Volunteer applications and background check documentation shall be maintained within the Administrative offices of the LLD in accordance with applicable record retention guidelines.
6. The LLD does not supply agency or court-ordered community service hour work.