



## Volunteer Policy

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Effingham Public Library volunteers are an important extension of Library staff. Volunteers perform a variety of tasks that are important to the Library. The following policy is designed to promote a maximum degree of excellence.

**Definition of a Volunteer:** one who performs a service of his or her own free will; one who contributes time, energy and talents directly for the Effingham Public Library and is not paid by Library funds. All volunteers must be accepted and enrolled by the Library prior to performance of assigned tasks.

### Guidelines for Volunteers:

1. Volunteers (over 18) are required to fill out a volunteer application prior to being accepted. Volunteers under 18 need the permission of their parents to serve as volunteers. The minimum age for a volunteer is 10.
2. The library cannot guarantee the availability of volunteer work since volunteer work is based on library needs.
3. Contingent on library needs, potential volunteers meet with the Library Management to determine the best use of the volunteer's time, to review Volunteer Policy and receive a building orientation.
4. Volunteers must comply with all Library policy.
5. Each volunteer is required to wear a volunteer badge and/or volunteer shirt.
6. The Library reserves the right to terminate the services of a volunteer.
7. Volunteers should not be in "staff only" areas without the direct supervision of a library staff member.
8. Volunteers may not be used to establish and maintain new library services.
9. Volunteers will not be used to replace or reduce the number of paid staff.
10. Volunteers will be covered with respect to liability insurance in relation to their duties. Volunteers are not covered by the Library's health insurance, workers' compensation insurance, IMRF or provided any other benefits by the Library.
11. Volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
12. The library will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
13. All personal information about the volunteer is for internal use only.

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