



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, 12 years 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.

Volunteer Guidelines

Volunteers must complete a Volunteer Application and interview with the volunteer coordinator. 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 volunteer coordinator and 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. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of six months. 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.

Friends of the La Grange Park Library who volunteer at the library will be expected to adhere to the policies of regular library volunteers with the understanding that the Friends may retain their own volunteer policy with a separate set of guidelines that in no way conflict with the library's policy.



Trustee Guidelines

The role and expectations of library trustees are primarily determined through the Illinois Compiled Statutes (ILCS) and the La Grange Park Board of Library Trustee Bylaws. Any changes to the bylaws must be presented before the entire board of trustees in open session and passed by a majority vote.

Trustees are to serve on a volunteer basis, without remuneration. Any board related expenses incurred (i.e.: mileage to attend workshops) must be established before service begins in order to be eligible for reimbursement by the library. No immediate family members of library trustees may be employed by the library in any capacity.

Additionally, library trustees are:

- Exempt from overdue fines on materials from the La Grange Park Public Library District. This exemption does not apply to lost or damaged materials.
- Allowed to make occasional copies on the library's printers and copiers, free of charge, within reason.