



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
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westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### Volunteer Policy

#### Purpose

The purpose of the Volunteer Policy is to provide guidelines to Library staff and individuals who volunteer at the Library so they can work together to provide excellent service for the residents of Westmont. For purposes of this policy, a volunteer is any individual, in 6th grade or older, who assists with work done at the Westmont Public Library without remuneration.

#### Guidelines

Volunteers must complete a Volunteer Application and Availability Form and the interview process. Applicants will be placed on the schedule if a project matches their qualifications or interests. If there are no suitable 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 individual and the Library have the right to discontinue the individual's service at any time.

The following guidelines are in place to clarify the roles and expectations of the Library and the individual providing service.

- Library staff will determine selection, placement, scheduling, and training of volunteers.
- Volunteers will not replicate a major portion of a paid staff member's job description.
- Volunteers are not covered by Library insurance, including worker's compensation.
- Volunteers who are family members of Library staff may not be placed under the direct supervision of their family member.
- In accordance with the Fair Labor Standards Act (FLSA), individuals currently employed by the Library are prohibited from volunteering for the same organization.

Volunteers will:

- Upon request, provide references and pass a criminal background check.
- Provide written permission from a parent or guardian, if under 18 years old.
- Work when supervisors are readily available during regular Library hours of operation.
- Meet performance expectations and commit to a consistent schedule of hours.
- Agree to abide by the Library's Confidentiality of Library Records Policy, as well as all other relevant Library rules and policies.
- Contact Library staff before an assigned shift if they will be absent or tardy.