



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community with the keys to lifelong learning.

Volunteer and Community Service Policy

Purpose

The purpose of the Volunteer and Community Service Policy is to provide guidelines to library staff and individuals who volunteer or provide unpaid service at the library so they can work together to provide excellent service for the residents of Westmont.

Definitions

Volunteer: any individual, in 6th grade or older, who assists with work done at the Westmont Public Library, without remuneration.

Community service worker: any individual who, subject to staff approval, performs unpaid assignments at the Westmont Public Library to meet a requirement set by an outside agency for the performance of community service.

Guidelines

Volunteers must complete a Volunteer Application and Availability Form and the interview process. Community service workers must complete an interview process and will be assigned in accordance with outside agency requirements and staff discretion. Staff will then determine selection, placement, scheduling, and training of volunteers and community service workers. 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 or community service worker; 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.

- it is the library's responsibility to provide training and supervision to the volunteers and community service workers
- volunteers and community service workers will not replicate a major portion of a paid staff member's job description
- volunteers and community service workers are not covered by library insurance, including Worker's Compensation
- volunteers or community service workers who are family members of library staff may not be placed under the direct supervision of their family member
- the Fair Labor Standards Act (FLSA) prohibits individuals currently employed by a public agency from volunteering for the same organization

Volunteers and community service workers will:

- upon request, provide references and submit to 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 the needs of the library at any given time 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 the assigned shift if they will be absent or tardy