

MIDLOTHIAN PUBLIC LIBRARY VOLUNTEER POLICY

MISSION

The mission of the Midlothian Public Library volunteer program is to give Midlothian community members fulfilling opportunities to use their skills to provide public service to the community; to supplement the efforts of paid library staff in meeting demands for quality public service; and to further the relationship between the public library and the community it serves. The Midlothian Public Library shall make use of the services of volunteers to supplement and not replace the work done by library staff.

GENERAL PROVISIONS

A *volunteer* is any individual who assists with work done at the Midlothian Public Library without wages, benefits, or expectation of monetary compensation of any kind.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Library. Both the volunteer and the Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

The Midlothian Public Library will not provide any medical, health, or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

The library will accept court-ordered volunteers only with the following offenses—curfew violation, truancy, smoking violations and minor traffic violations such as no auto insurance, speeding, and excessive parking tickets and driving without a valid license.

Potential volunteers will complete a volunteer application and must visit with the volunteer coordinator prior to beginning services. A background check may be made on adult volunteers. Acceptance of an application is at the volunteer coordinator's discretion.

Volunteers may also be required to complete a library orientation prior to beginning services.

Volunteers under the age of 18 must submit a parent/guardian consent form.

If there are no suitable volunteer opportunities, application forms shall be kept on file for a period of one (1) year. Applicants will be called if a project is identified which matches their interests or qualifications.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Hours of volunteer service are based on the Library's need for this type of assistance. The Library cannot commit to providing a certain number of hours by a certain deadline. Meeting deadlines and reporting requirements to third parties is the responsibility of the volunteer not the library staff. Volunteers deserve to be and shall be given the respect and courtesy given to paid employees of the library. Volunteers are bound by the policies and procedures of the Midlothian Public Library.

Reviewed 8/2016, Revised 8/2015

Adopted by the Board of Library Trustees 8/19/14

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Guidelines include but are not limited to:

- Arrive to begin work as scheduled.
- Call your supervisor to report absence or late arrival (708-535-2027ext 26).
- Sign in and out on the required time log and obtain a staff signature.
- Wear a volunteer ID badges during service hours (obtain & return at time log)
- Dress appropriately for working in a public service area. Closed toe shoes are highly recommended.
- Language and attitude should reflect respect and a cooperative spirit.
- Being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol is prohibited.
- No smoking is allowed in the building.
- Use of electronic devices (including cell phones) is prohibited.
- Breaks must be approved.
- Inform your supervisor when a task is complete.
- Confidentiality of ALL library information is required.

Volunteers may be asked to volunteer off library property and must provide their own transportation to and from the site.

If a paid library position opens, volunteer applicants shall be evaluated on the same criteria as other applicants.

Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director and/or the volunteer coordinator.