

Policy and Procedure Manual	Section B 12
Public Policy Volunteer Policy	Issued : December 18, 2006, Revised June 16, 2008 Approving Authority: Board of Library Trustees

Volunteer Policy

MISSION

The mission of the Orland Park Public Library volunteer program is to give surrounding 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 Orland Park Public Library shall make use of the services of volunteers to supplement and not replace the work done by library staff.

DEFINITIONS

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

A ***junior volunteer*** is any individual in 6th-8th grade. We do not accept volunteers in 5th grade and under.

A ***Teen Inc volunteer*** is any individual who is a member of the library's teen advisory council.

A ***high school volunteer*** is any individual in 9th-12th grade.

An ***adult volunteer*** is any individual, 18 years or older.

A ***student intern volunteer*** is any high school or college student who performs volunteer work as part of an authorized school program to earn academic credit.

A ***Friends of the Orland Park Public Library volunteer*** is any individual who is a member of the library's friends group.

GENERAL PROVISIONS

Nothing in this policy shall be deemed to create a contract between the volunteer or intern and the Orland Park Public Library. Both the volunteer and the Orland Park Public

Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

The Orland Park 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.

Potential volunteers will complete a volunteer application and may 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. The library does not offer court-ordered community service hours.

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

Volunteers age 15 and under must have an approval form signed by a parent or legal guardian.

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. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Library Director. 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 Orland Park Public Library.

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 or volunteer coordinator

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