

Taylorville Public Library – Volunteer Policy

Taylorville Public Library volunteers are an important extension of the Library. Volunteers perform a number of tasks designed to maximize the impact that the Library can have on the community. The following policy clearly defines the role of the volunteer.

Definition of a volunteer: one who performs a service of his or her own free will; one who contributes time, energy and talents directly to the Taylorville Public Library and is not paid by Library funds. All volunteers must be accepted and enrolled by the Library prior to performing any volunteer duties.

Guidelines for Volunteers:

1. Volunteers (over 18) are required to fill out a volunteer application prior to being accepted. Volunteers (under 18) are required to fill out a volunteer application and must receive parental permission prior to being accepted. A parent providing permission must do so in person. The minimum age for a volunteer is 12.
2. Volunteers (over 18) must be willing to submit to a criminal background check.
3. The Library cannot guarantee the availability of volunteer work, but will make every effort to involve volunteers when and where possible.
4. Potential volunteers will meet with Library Management to determine the best use of the volunteer's time, and to complete a brief Library orientation.
5. Volunteers must comply with all Library policy.
6. Volunteers must either wear a volunteer badge or volunteer shirt as appropriate.
7. The Library reserves the right to terminate the services of a volunteer for any reason.
8. Volunteers should not be in staff only areas without the direct supervision of a Library Staff member.
9. Volunteers may not be used to maintain any Library services.
10. Volunteers are responsible for maintaining confidentiality of all library information.
11. The Library will provide letters of reference upon request, if deemed appropriate.
12. All personal information about the volunteer is for internal use only.
13. Volunteers will be covered with respect to liability insurance in relation to their duties. Volunteers are not covered by the Library's health insurance, workers' compensation insurance or IMRF, and will not be provided any other benefits.

Approved: