

## **XII. VOLUNTEER POLICY**

The Effingham Public Library's volunteers are an important extension of the Library's staff. Volunteers perform a wide variety of tasks that are important to the institution. The following policy is designed to promote a maximum degree of excellence.

### Definition of a Volunteer

One who performs a service of his or her own free will; one who contributes time, energy and talents directly or on behalf of the Effingham Public Library and is not paid by Library funds. All volunteers must be accepted, enrolled, and trained by the Library prior to performance of assigned tasks.

### Guidelines for Volunteers

1. Volunteers are required to fill out a volunteer application prior to being accepted as a volunteer. Volunteers under 18 years of age need the permission of their parents to serve as volunteers for the Library. The minimum age for a volunteer is 10 years old.
2. The library cannot guarantee the availability of volunteer work, as volunteer work is based on library needs.
4. Volunteers must comply with all Library policies.
5. Each volunteer is required to wear a volunteer badge and/or volunteer shirt.
6. The Effingham Public Library reserves the right to terminate the services of the volunteer.
7. Volunteers should not be in Staff Only areas of the library without direct supervision by a Library staff member.
8. Volunteers may not be used to establish and maintain new library services.
9. Volunteers will not be used to replace or reduce the number of paid staff.
10. Volunteers will be covered with respect to liability insurance in relation to their duties. Volunteers are not covered by Library health insurance, workers' compensation insurance, IMRF, or provided any other benefits by the Library.
11. Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
12. The employee who supervised the volunteer will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
13. All personal information about the volunteer is for internal use only.