



## VOLUNTEER POLICY

### **POLICY STATEMENT:**

The Rock Island Public Library encourages volunteerism in its libraries and at outreach programs to complement, not replace, work done by paid staff. Volunteerism at Rock Island Public Library will serve as a method for encouraging citizens to become familiar with their library and the services being offered.

### **PROCEDURES:**

Those interested in volunteering for the library will fill out the “Volunteer Application & Waiver of Liability” form. These can be printed off from any public service desk, or from the Business Office.

Completed applications can be returned to the Business Office, and will be considered at the next scheduled managers’ meeting.

Library Administration will review the application and route it to the appropriate library department director.

Library Administration will contact all applicants to discuss possible volunteer opportunities, and schedule the volunteer if a volunteer opportunity is available.

All applications will be kept on file in the Business Office. A copy of Book Store volunteers’ applications will be routed to the 30/31 Branch.

### **REGULATIONS:**

All volunteers are required to fill out a Volunteer Application form. Applicants will be approved to become volunteers at the discretion of the Library Director or their designee based on an applicant’s qualifications in relation to the needs of the library at any given time.

Volunteers will follow all library policies and procedures.

Confidential information is not to be shared with anyone else including family, friends, or acquaintances.

Volunteers may not remove or make copies of any records, reports or any other confidential documents from the Library.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.

**GUIDELINES:**

The library reserves the right to decline the services of any volunteer working on library property.

If the library does not have projects that match a volunteer's interests at the time of application, the applicant will be notified and the application will be kept on file for one (1) year.

The library may not accept every volunteer application.

Volunteers under consideration may be subject to a criminal records search and background check.

BOARD APPROVED:

5/20/2014

REV: 10/21/2014