

Amended 6-23-08  
Amended 9-28-09  
Amended 1-28-13  
Reaffirmed 3-28-16  
Reaffirmed 2-25-19  
Reaffirmed 3-28-22

Subject line should include: • Village Of Westchester • EDC inquiry Body of Email  
should include: • Your full name • Preferred Phone Number • Brief Description of  
Request WPL Policy 4.14 (Page 1 of 2)

## **VOLUNTEERS**

---

Westchester Public Library (WPL) values volunteers for their dedication, enthusiasm, and their performance of assigned tasks and projects that support the library's efforts to provide quality library service. Volunteers do not displace established staff positions, and care is taken that assigned tasks do not infringe upon the responsibilities of regular paid staff. Every effort is made to assign volunteers to meaningful work, which makes use of their own talents, experience, training and interests.

### **Definitions**

The definition of a volunteer is any individual who assists with work done at the library without wages, benefits, or expectation of monetary compensation of any kind.

- A *Junior Volunteer* is any individual in 7<sup>th</sup> – 12<sup>th</sup> grades (at least 12 years of age). We do not accept volunteers under the age of 12.
- An *Adult Volunteer* is any individual, 18 years or older.
- A *Court-ordered Volunteer* is any individual who performs volunteer work as a part of a court-ordered restitution for offenses committed in the community.
- 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 Volunteer* is any individual who is a member of the library's Friends of the Library organization.

### **Volunteer Provisions**

Volunteers enable the library to expand projects and programs, which enhance services benefiting patrons. Therefore, volunteers shall receive regular recognition for their services and shall be given the respect and courtesy given to paid employees of the library.

Potential volunteers will complete a volunteer application and will be interviewed prior to beginning services. Acceptance of an application is at the library director's discretion. Volunteers shall complete a library orientation, receive pertinent library policies and a safety review prior to beginning their assigned tasks. Volunteers are bound by the policies and procedures of the Westchester Public Library.

A task-related skills test may be required of any potential volunteer, and the library may conduct a background check on any adult or court-ordered volunteer. A signed consent for release of such information is a requirement for volunteer service. Junior and student intern volunteers may be asked to provide letters of reference from their schools.

The completion of the volunteer application and the library's acceptance of volunteer service does not create an employment contract between the volunteer and the

Amended 6-23-08  
Amended 9-28-09  
Amended 1-28-13  
Reaffirmed 3-28-16  
Reaffirmed 2-25-19  
Reaffirmed 3-28-22

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

Volunteers under age eighteen must have a consent and release form signed by a parent or legal guardian before beginning work. (See Exhibit AD: *WPL Parental Consent and Release From Liability Form for Volunteers Under 18 Years*)

The library will not provide benefits, including medical or health, nor pay wages or a monetary compensation of any kind to any volunteer.

Volunteers age 14 or older who suffer an on-the-job accident or injury are included under the library's coverage while working at an assigned, supervised volunteer activity, provided a completed, signed and approved volunteer application and agreement is on file.

The library may accept *Court-ordered Volunteers* who are Westchester residents and for only the following offenses—curfew violation, truancy, and minor traffic violations such as no auto insurance, speeding, excessive parking tickets, and driving without a license.

The scheduled hours of volunteer service will be assigned by the supervisory staff member after discussion with the volunteer. Tasks and schedules assigned to *Junior Volunteers* will be in compliance with the Child Labor Law. (820 ILCS 205/1 et seq.)

**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. The library director may make an exception to the foregoing statement.

Volunteers may be asked to volunteer off library property and must provide their own transportation to and from the site. Volunteers using their personal automobiles performing volunteer service shall be in full compliance with Illinois law and shall have a valid driver's license, obey speed limits and other traffic laws, and have adequate automobile insurance.

Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to resolve the situation through discussion with the library director or designee.

The library director or designee may halt the volunteer's hours at any time.