

## **DeKalb Public Library Volunteer Policy**

Volunteers perform a wide variety of tasks that are important to the DeKalb Public Library's success. The Library's volunteer program is designed to expand and enhance public services to the community. Volunteer duties provide support to paid staff, and enhance rather than replace regular library staffing.

Volunteers are valued members of the DKPL team, and the library seeks to create a volunteer experience which is meaningful, engaging, and enjoyable.

*--Approved by the Board of Trustees, 12/2022*

### **DeKalb Public Library Volunteer Procedures and Regulations**

1. While DeKalb Public Library appreciates every person who wishes to volunteer their service, opportunities for regular voluntary work are limited. Volunteer applicants are held to the same standards as job applicants, and will be selected based upon their qualifications and the needs of the Library.
2. The Library is not equipped to provide court-appointed volunteer service, or service hours for clubs or organizations for adults.
3. Groups or organizations wishing to provide volunteer services for a short duration or specific project must apply to the Library Director for approval. Members of such groups will not be subject to individual volunteer applications or background checks.
4. Upon request, a letter detailing a volunteer's length of service will be provided.
5. Library volunteers must be at least 18 years of age. Interested candidates under the age of 18 will be considered for the Library's Volunteer program, and must submit a Volunteer Application.
6. If offered a regular volunteer position, candidates must pass a background check.
7. Vacancies for volunteer opportunities may be posted on the Library's website.
8. Descriptions of each type of volunteer position will be maintained on the Library's website or made available upon request.
9. Candidates must complete a separate Volunteer Application for each volunteer position they are interested in to be considered for placement in that role.
10. If a volunteer position is available, a member of the Library staff will contact the applicant for an interview to determine if their skills, interests, and availability meet the Library's needs.
11. DeKalb Public Library does not compensate volunteers for time spent or expenses incurred while volunteering, and the volunteer agrees and acknowledges that they will not be paid or be entitled to any benefits normally provided to Library employees. The volunteer further acknowledges that the Library does not carry or maintain health, medical, disability, or Workers' Compensation Insurance coverage for any volunteer.
12. Participation as a volunteer for the Library does not and will not be construed in any way to create an employment relationship or an agency relationship between the Library and the volunteer.
13. Volunteers further agree to refrain from holding themselves out as an employee of the Library.
14. Volunteers are expected to commit to and maintain an agreed-upon schedule, and to sign in and out of the Volunteer Log at the beginning and end of each shift.
15. Individuals may not volunteer more than eight hours per week without the written permission of the Library Director.
16. Volunteers are expected to comply with all Library policies, including but not limited to those in the Volunteer Manual.
17. Volunteers are expected to provide as much advance notice as possible of any shift that cannot be worked, or of when their volunteer service is to be ended or interrupted.
18. Volunteers must attend an orientation or training session at or before their first shift.
19. In the event that certain tasks are no longer required, or a volunteer's interests change, a change in volunteer assignment or a change in duties may be arranged through mutual agreement between the volunteer and their supervisor.

20. At the end of each year of service, each volunteer and supervisor will mutually determine whether volunteer service should continue, and any changes to be made.
21. Both the Library and the volunteer may choose to end a volunteer's service at any time and for any reason.
22. Volunteers recognize and acknowledge that there are certain risks of injury to volunteers at the Library, and volunteers agree to assume the full risk of any and all injuries, damages, or loss, regardless of cause or severity, that the volunteer may sustain as a result of their participation at the Library as a volunteer.
23. Volunteers further recognize and agree that in consideration of being allowed to participate as a volunteer for the Library, the volunteer shall release, waive, and covenant not to sue the DeKalb Public Library, its elected or appointed officials, officers, employees, attorneys, volunteers or agents with respect to any liability, claim, demand, cause of action, damage, loss, or expense (including court costs, reasonable attorneys' fees and reasonable paralegal fees) of any nature or kind which may arise out of or be attributable the volunteer's participation for the Library.