



Volunteer Policy

Purpose

The Glenview Public Library welcomes the efforts of volunteers who contribute to the operations and services of the Library.

Policy

1. Volunteers are utilized to supplement the work of paid library staff. Volunteer work is performed without promise, expectation or receipt of compensation for services rendered and the Library does not provide any health, accident, or worker's compensation benefit for any volunteer.
2. Volunteers will be recruited without regard to any individual's race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, socioeconomic level, education level and any other legally protected characteristics.
3. The Volunteer Protection Act of 1997, which includes volunteers who act on behalf of public entities, provides that no volunteer of a public entity is liable for harm caused by an act of omission when volunteering on behalf of the entity. In order for a volunteer to be protected, the following requirements must be met:
 - a. The volunteer must have been acting in the scope of their responsibilities for the library.
 - b. Where appropriate or required, the volunteer must have been properly licensed, certified or authorized to perform the activity by state authorities.
 - c. The harm must not have been caused by willful, reckless or criminal misconduct, gross negligence or a conscious, flagrant indifference to the rights or safety of the individual who suffered the harm.
 - d. The harm must not have been caused by the volunteer's operation of a vehicle for which the state requires the vehicle's owner to possess a driver's license or to maintain insurance.

4. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

Guidelines

1. The Library accepts volunteers aged 14 and up but younger volunteers may work on library-supervised projects on a per project basis. Satisfactory completion of a criminal background check performed by the Illinois State Police may be required as a condition of volunteering for some volunteers 18 years of age or older.
2. All volunteers receive orientation and training. A volunteer may work on a short-term project or serve on a regular basis.
3. 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.

Adopted by the Glenview Public Library Board of Trustees on April 21,2022