



## VOLUNTEER POLICY

The Galena Public Library recognizes the great contributions volunteers can make to the Library and community. Volunteers help the Library expand and enrich its services.

### RECRUITMENT

To be considered for a volunteer position, individuals must fill out a volunteer application form. Volunteers will not be used to replace the work done by paid Library staff and volunteers without promise, expectation, or receipt of compensation for services rendered.

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, physical or mental ability, socioeconomic level, education level, or any other legally protected characteristics.

The Library accepts volunteers aged 13 and up. Parental signature is required for volunteers under age 18. A criminal background check may be requested as a condition for adult volunteers who hold interest in volunteering in youth areas of the library.

### LIBRARY RESPONSIBILITIES

To encourage volunteerism and to ensure a positive experience at the library, the Library will:

1. Provide a staff person designated to administer the volunteer program.
2. Provide written or oral descriptions and procedures for volunteer tasks.
3. Ensure that volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library.
4. Provide orientation and training to prepare the volunteers to perform their duties including training on serving patrons of all identities and abilities.
5. Maintain accurate volunteer data, including hours worked.
6. Exhibit the Library's appreciation for work performed through a regular recognition program.

Volunteers are covered under the Library's liability insurance during their scheduled volunteer time.

## VOLUNTEER RESPONSIBILITIES

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.

Volunteers must sign in for each volunteer shift at the Library. If any problems or difficulties arise, whether with staff, other volunteers, patrons, or visitors, volunteers must confer with the staff member that has been assigned. Only Library staff are responsible for library discipline.

Volunteers can be released from volunteer duties at any time at the discretion of the Library Director and/or staff. .

## LIABILITY

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:

1. The volunteer must have been acting within the scope of their responsibilities for the Library.
2. Where appropriate or required, the volunteer must have been properly licensed, certified, or authorized to perform the activity by state authorities.
3. 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.
4. 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.

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