

FOX LAKE PUBLIC LIBRARY VOLUNTEER AND FRIENDS POLICY

PURPOSE

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Fox Lake Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

The manner of recognition shall be outlined by the library director and approved by the board of trustees annually and the cost of such recognition shall be considered during the budget process.

A library friends' group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. A friend's group is often heavily involved in fund-raising for the Library. Friends groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

1. Rights of Volunteers

- To be respected and valued and to know what their rights and responsibilities are.
- To be provided necessary information to carry out their role as volunteers and to know what is expected of them.
- To be provided with orientation and training appropriate to their tasks.
- To be given support and supervision from a designated person in their work group.
- To be provided a safe working environment.
- To be free from harassment or discrimination.

2. Volunteer Responsibilities

- To only undertake duties authorized by the library director or designee.
- To keep the library director or designee informed of their projects and work status, and of their comings and goings in the library.
- To work with the aims, objectives, values, and goals of the Library.
- To work under the Library rules, regulations, and policies.
- To be honest and reliable.
- To be capable of interacting with the public and staff in a positive manner.
- To be a steward of the Fox Lake Public Library's resources.
- To maintain the confidential information of the organization, staff, and library patrons, including, but not limited to, social media, print and other public media outlets.

3. Volunteer restrictions

- Volunteers will not receive training in the Library's circulation system nor will they be allowed access to the patron database.
- Volunteers will not be allowed access to non-public areas when not volunteering.
- Volunteers may not perform activities that could reveal confidential patron information.

Approve: 10/2011

Revised: September 1, 2020

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4. Volunteer Liability and Compensation

- Volunteers are not employees of the library or the City of Fox Lake, therefore, are not covered by city liability insurance or workman's compensation.
- Volunteers will not be compensated for expenses related to volunteer work unless prior approval is given by the board at a schedule board meeting.
- Library volunteer groups do not qualify for tax exemption through the City of Fox Lake. Supportive groups can obtain tax exemption through 501(c)3 Non-profit status with the IRS.

5. Responsibilities of Library Supervisors Who Utilize Volunteers

- To provide orientation, training, and assistance to enable volunteers to meet the expectations of their volunteer positions.
- To provide ongoing support and supervision.
- To treat the volunteer, though not considered an employee, as a partner in achieving the goals of the Library.
- To ensure compliance with all aspects of this policy.

6. Disciplinary Action

- Volunteers are expected to meet the same standards of professionalism required of library staff.
- Volunteers who fail to meet the requirements of the job or violate library policies will be dismissed.

As a volunteer of the Fox Lake Public Library, I agree to abide by the guidelines of the Volunteer policy adopted by the Fox Lake Library Board of Trustees.

Signature

Date

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