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14.0 Volunteers

There are several reasons for the South Holland Library to welcome Volunteers as members of the Staff. The sense of ownership that the Volunteers have as a part of the Library organization promotes advocacy for the Library within the community. Using Volunteers extends the resources of the Library. Not only do Volunteers perform tasks that might otherwise not get done, they provide valuable input to Library staff about the community.

14.1 Legal Responsibility

If Volunteers have access to confidential information that is needed to perform their job duties, they agree to access only that information needed as part of their task. Any information accessed must be held as confidential by the Volunteer.

14.2 Insurance

- Volunteers are insured as an 'additional insured' under the general liability insurance.
- Workers' compensation auditors may request information about the hours that are worked by Volunteers.

14.3 Budget

- The Library may provide beverages and snacks during Volunteer work sessions.
- The Library does not provide transportation for volunteers.

14.4 Volunteer Position Options

- Volunteer opportunities are task and may involve moving books, planting flowers, distributing literature, etc.
- The Library does not use community service individuals from the court system. Community service is limited to students enrolled in educational programs.
- Potential Volunteers understand that any references they supply may be check by Library Staff.
- Recruitment may be through the Library newsletter, flyers, letters of request (to the Garden Club for flowers, etc). The Volunteer Application is available on the Library web site.
- Library insurance requires that anyone driving on behalf of the Library provide a copy of their driver's license, date of birth and a copy of the declaration page of their insurance policy.
- Working as a Volunteer does not serve as a link to employment by the South Holland Public Library.

14.5 Orientation

- Volunteers must report to Department Head in charge of their project. If unable to attend a work session, the Volunteer should contact the Department Head at 1.708.331.5262.
- The Staff Room is available for meals and break times. Volunteers should leave the Staff Room clean and orderly and wash their own dishes.
- The Library is a smoke free workplace.
- For Safety Precautions, the following policies apply:
 - Footwear must be worn at all times.
 - Appropriate protective clothing, such as gloves or masks must be worn as required by the task.
- Email is the preferred method of communication. Additionally, all volunteers need to provide a telephone number and the name and telephone number of a contact person.

14.6 Record Keeping

- Volunteers must complete and sign the Volunteer Work Record Sheet to verify their volunteer hours.
- The Business Manager shall accumulate the Work Record Sheets from Department Heads and provide the information to the Library Director and to insurance and workers' comp providers on demand.

14.7 Appendices

14.7.1. Volunteer Application

14.7.2. Volunteer Work Record Sheet

14.7.3 Volunteer Application Form for Students



SOUTH HOLLAND PUBLIC LIBRARY

www.shlibrary.org



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14.7.1 Volunteer Application South Holland Public Library

16250 Wausau Avenue
South Holland, Illinois 60473
708 331-5262
www.southhollandlibrary.org

Date _____
Name _____ Age (if under 18) _____
Address _____ City _____ State _____ Zip _____
Telephone: (Circle preferred) Home _____ Cell _____
Email _____

I am available to volunteer: ___ Weekdays ___ Evenings ___ Weekends ___ AM ___ PM
Please describe any special skills and/or interests you have that may help us to match you with the best volunteer assignment. Include languages spoken, hobbies, training or experience, etc.

Please list names and telephone numbers of 2 references we can contact about you.

Do you know how to use a computer? Yes ___ No ___

Are you familiar with any of the following?

Internet: Yes ___ No ___

Microsoft Word: Yes ___ No ___

Microsoft Excel: Yes ___ No ___

If volunteering for a task that requires driving your car, you will be asked to provide a copy of your driver's license and the declaration page of your insurance policy.

Emergency Information

Person to contact in an emergency _____

Relationship to you _____ Phone number _____

Signature _____ Date _____

Department Head signature _____ Date _____



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14.7.2 Volunteer Application for Students

You must be at least 11 years old to be considered for volunteer openings at the library.
If you are 18 or older, please complete the Volunteer Application for Adults.

Date _____

Name _____ Age _____

Address _____ City _____ State _____ Zip _____

Phone: (Circle preferred) Home _____ Cell _____

School _____ Grade _____

I am available to volunteer: ___ Weekdays ___ Evenings ___ Weekends ___ AM ___ PM

Please describe any special skills and/or interests you have that may help us to match you with the best volunteer assignment. Include languages spoken, hobbies, extracurricular activities, etc.

Signature _____ Date _____



Parent/Guardian Permission

_____ has my permission to work as a volunteer at the library.
(Student's Name)

Parent/Guardian Name _____ Phone _____

Parent/ Guardian Signature _____ Date _____

14.7.3 Volunteer Work Record Sheet

Name _____

Department Supervisor _____

	Month	Start time	End Time	Total Hours	Staff Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total Hours					

Volunteer Signature _____

Date _____