

VOLUNTEER POLICY

Geneva Public Library District welcomes the efforts of dedicated volunteers who contribute to the effective operation of the Library. It is the policy of the Geneva Public Library District to use volunteer help to assist staff in supplemental areas whenever possible to provide basic services. Volunteers are not intended to take the place of paid staff. They may undertake a variety of work assignments, which are made by the Library in an effort to match necessary library tasks with the aptitudes, interests, and skills of particular volunteers.

Volunteers are required to follow established library policies and procedures.

1. Application

Individuals wishing to volunteer with the Library are required to complete the Volunteer Application and participate in an interview prior to being assigned work. In selecting volunteers, the Library's needs and the individual's ability to perform tasks required determine whether the volunteer will be a good fit for the Library. The Library may be unable to fulfill all volunteer requests. Immediate family members of the Library Board of Trustees and of Library staff will be considered for voluntary positions, however for Library staff only in departments where the family member is not working.

The Library also offers volunteer opportunities for students who wish to complete service hours for educational or religious purposes.

2. Background Checks

All persons aged 18 and older who are applicants for the volunteer program at Geneva Public Library District must authorize the Library to obtain a criminal history records check by completing a Criminal Background Check Waiver and Release Form. A criminal history records check and/or a background check may be conducted for applicants for volunteer positions as deemed appropriate by the Library Director or his/her designee.

Conviction of a crime does not automatically preclude a volunteer position. However, at the determination of the Library Director, or his or her designee, an applicant may be denied acceptance into the volunteer program based on an individualized assessment of the information obtained, including but not limited to, the nature and severity of a criminal offense, its relevance to a particular job, the number of convictions, the amount of time that has passed since the offense, and the duties of the position applied for. The Library reserves

the right to conduct periodic criminal history records checks on all volunteers. The Library Director, or his or her designee, shall be responsible for ensuring that information obtained by the Library through a background check will be shared only with Library representatives having a need to know the information.

3. Motor Vehicle Use

A copy of the driver's license and a certificate of automobile insurance must be on file for any volunteer who uses a personal vehicle for library business.

4. Injury

If a volunteer is injured in the course of their volunteer activity, their relationship to the Geneva Public Library District will be that of any member of the public using library facilities. Any injuries should be reported to the supervisor or senior library staff member present.

Adopted July 28, 2016