

BRADLEY PUBLIC LIBRARY DISTRICT  
PUBLIC USE OF THE LIBRARY POLICY

**SECTION 12: VOLUNTEERS**

The Bradley Public Library District volunteer program is designed to expand and enhance public service to the community. A volunteer is defined as a person who gives his/her service without any express or implied promise of remuneration. Volunteers generally provide support services to paid staff and/or work on special projects.

**Eligibility**

- Volunteers must be at least 13 years of age. If under the age of 18, parental consent is required.
- Potential volunteers will need to fill out a formal application and will have an initial interview when appropriate.
- Volunteers age 18 and older who will be working directly with children may be required to undergo a criminal history check.
- Assignments of volunteers will be based on assessed skills, interests and experiences of each individual with every effort made to provide suitable tasks.
- Relatives of persons currently employed by the Library are eligible to volunteer but will not be working directly for the relative whenever possible.

**Responsibilities**

- Volunteers will be given an orientation to the library and will be trained to perform their specific duties as needed.
- Volunteers will abide by all Bradley Public Library District Policies and Procedures, in particular, Sexual Harassment and Confidentiality Policies. Volunteers are required to maintain the confidentiality of all privileged information which they may be exposed to while serving as a volunteer whether this information involves staff, volunteers, patrons or other people including any information about materials a person has looked at, asked for, or checked out, as well as reference questions.
- The Library requires that volunteers perform their duties in an appropriate professional manner because the public will view them as representatives of the Library.
- Volunteers who make a commitment to assist the Library at certain times or on certain dates should make every effort to honor that commitment and, if circumstances make that impossible, to inform the Library as soon as possible. The Volunteer Coordinator will assist volunteers in dealing with any performance or attendance issues that may occur.
- Time sheets are to be kept up to date at all times.
- Volunteers may resign from their service at any time and the Library may discontinue the acceptance of a volunteer's services with or without cause or notice at any time.

Approved: April 18, 2012; Revised October 21, 2015