

Volunteer Policy

Definitions:

A **volunteer** shall be considered as any individual 14 years or older who assists with work done at Rockford Public Library without remuneration. Volunteers are identified as persons who regularly perform duties or tasks for the Library without wages or benefits. The volunteers described in this policy are different from the Friends of the Library volunteers who are governed by their own policies and bylaws. Volunteers will not take the place of paid staff but will provide special, unusual, or supplemental services.

Statement of Purpose:

Rockford Public Library shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.

General Provisions and Guidelines:

Nothing in this policy shall be deemed to create a contract between the volunteer and Rockford Public Library or the City of Rockford. Both the volunteer and Rockford Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Neither Rockford Public Library nor the City of Rockford will provide any medical, health, life, accident, or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a Volunteer Application form for volunteer work and have an interview with Rockford Public Library's Volunteer Coordinator. Volunteers 14 through 17 years of age will need to have the Parental Consent Waiver portion of the application signed by a parent or legal guardian in order to be considered for volunteering.

Prior to engaging in any volunteer activity, each volunteer will be required to attend an Orientation to Volunteer Services at Rockford Public Library meeting.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelf reading, preparing materials for programs, assisting at programs and special events, maintaining plants, collating community relations materials, et al.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the Library in time to begin work as scheduled or call the Library if they will be absent.

Library volunteers are required to wear identification badges when working in the Library.

Library volunteer performance will be periodically evaluated by the Volunteer Coordinator.

The Volunteer Coordinator and supervisory staff member will assist the volunteer with training, job assignments, questions, and concerns.

Library volunteers will dress in accordance with Rockford Public Library's Dress Code.

Library volunteers may be trusted with information that is considered confidential. None of this information is to be shared with family, friends, or outside sources. A Library volunteer is to keep confidential what s/he has seen a library customer check out.

Library volunteers will not discuss personal matters with Library staff or customers, or chat excessively.

Library volunteers will turn off cell phones while working. Personal phone calls should be made before or after working or on breaks.

Persons who wish to volunteer at Rockford Public Library to complete terms of court appointed community service will be denied.

Background checks will be performed on potential or established volunteers.

Volunteer Opportunities:

Please note that all opportunities may not be available at all Rockford Public Library locations.

- Adopt-a-Shelf Program
- Assist Program Coordinators in preparing materials for programs (ie: collating, cutting things out, getting supplies ready, et al.)
- Assist Program Coordinators at programs
- Organize and stock informational materials
- Stock pencils and scrap paper by computers
- Maintain plants (feed, water, weed)
- Stock book sale shelves and sort materials for sales (in Branches)
- Straighten tables, push in chairs, pick up materials, and tidy up
- Assist at special events and programs (ex: Summer Reading Club Kick Off, One Book, One Rockford signature events, Battle of the bands, et al.)
- Putting together New Customer Packets
- PC Station cleaners
- Clean books/materials, Peel labels from new books
- Clean/dust shelves
- Assist in decorating
- Create themed displays of materials
- Greeter/Directional at Main
- Collating for Community Relations
- Assisting in preparing bulk mailings
- Stamping date due cards at the Main and Montague Libraries
- Assist at Friends of RPL Book Sales
- Assist at Friends of RPL events
- Assist at RPL Foundation events