

OAK LAWN PUBLIC LIBRARY

BOARD POLICY

VOLUNTEERS

PURPOSE

The purpose of the Oak Lawn Public Library volunteer program is to give individuals fulfilling opportunities to use their skills to provide public service to the community, to supplement the efforts of paid library staff in meeting demands for quality public service, and to further the relationship between the public library and the community it serves. The Oak Lawn Public Library shall make use of the services of volunteers to supplement and not replace the work done by library staff.

VOLUNTEER SERVICE

A volunteer is an individual who assists with work done at the Oak Lawn Public Library without wages, benefits, or expectation of monetary compensation of any kind.

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

The Oak Lawn Public Library will not provide any medical, health, 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.

Volunteers deserve to be and shall be given the respect and courtesy given to paid employees of the library.

Volunteers are bound by the policies and procedures of the Oak Lawn Public Library.

Individuals volunteering for the Friends of the Oak Lawn Library, while a library supporting organization, are not considered direct library volunteers as their training, coordination, work, and supervision are not overseen by Library staff. These individuals should consult any Friends documentation regarding volunteers.

VOLUNTEER ACTIVITIES

Department/Unit supervisors will coordinate the selection and supervision of volunteers in each department/unit.

Children ages 11 – 14 may volunteer in Youth Services. Young adults ages 14 – 18 may volunteer in Adult/Young Adult Services. Adults 18 and over may volunteer in departments other than Youth Services.

Adult volunteers may be asked to complete a criminal background check prior to beginning volunteer activities.

The Library will not provide opportunities for fulfillment of court-ordered community service obligations and will not provide documentation of library volunteer hours to be used for this purpose.

CONFIDENTIALITY

Patron information is confidential and volunteers will not discuss or share any patron information with others.

Adopted: 02/17/2015

Revised: 01/24/2017; 11/18/2025