



**EMERGENCY CONTACT**

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**Volunteer Guidelines**

- The Library welcomes volunteers who have completed the seventh grade. Volunteers under the age of 18 must have parent or guardian permission agreement on file. We require that all volunteers be 13 years of age or older. Volunteers shall not bring family members or guests during their volunteer shift.
- All Volunteers must complete a Volunteer Application.
- Volunteers are genuinely interested in giving freely of their time, expecting no “special” considerations.
- All Volunteers will arrange a schedule with the Volunteer Coordinator(s), and work at all of the times and dates mutually agreed upon with the Volunteer Coordinator.
- Volunteer hours are based on the availability of supervisors. The number of accepted volunteers is based on the amount of projects/activities available.
- Volunteers are expected to contact their supervisor prior to the assigned shift if they will be tardy or absent. If the Volunteer is consistently unable to work at assigned times and/or fails to let the Library know of inability to work these times in advance 3 times, or consistently fails to complete volunteer work in a satisfactory manner, the volunteer term may be ended. Future volunteer work will be resumed only at the discretion of the Volunteer Coordinator(s).
- Volunteers are representatives of the Library and are expected to conduct themselves appropriately.
- Volunteers are required to wear a volunteer badge at ALL times while working in the library. Volunteer badges help distinguish between volunteers and staff within the library, and serve to promote the volunteer program.
- Volunteers are expected to follow casual workplace dress guidelines: appropriate shoes for the job, no tank tops, skirts and shorts should be long enough to pass the fingertip test.
- Volunteers are required to check in and out with Volunteer Coordinator and return volunteer badge at end of shift.
- Volunteers are not employees, and have no expectation of compensation or continuing volunteer status for a certain length of time.
- Volunteers are not covered by Library insurance, including Workman’s Compensation.
- Volunteers who are family members of Library staff may not be placed under direct supervision of said family member.
- Volunteers do not need to be residents of Villa Park, but priority will be given to Villa Park residents.

I agree to the above Volunteer Guidelines. I understand I may be expected to attend an orientation interview and training session. I also understand I may not be allowed to perform volunteer duties until I have completed the orientation interview and training session for the particular job to which I am assigned.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_