



VOLUNTEER POLICY

POLICY STATEMENT:

The Rock Island Public Library encourages volunteerism in its libraries and at outreach programs to complement, not replace, work done by paid staff. Volunteerism at Rock Island Public Library will serve as a method for encouraging citizens to become familiar with their library and the services being offered. Members of the "Library PALS," a committee of the Rock Island Public Library Foundation, are also considered volunteers, and are subject to the procedures, regulations, and guidelines that follow.

PROCEDURES:

Volunteers (Non-PALS Members)

Those interested in volunteering for the library will fill out the "Volunteer Application & Waiver of Liability" form. These can be printed off from any public service desk, or from the Business Office.

Completed applications can be returned to the Business Office, and will be considered at the next scheduled managers' meeting if a specific task/department is not requested.

Library Administration will review the application and route it to the appropriate library department director.

Library Administration will contact all applicants to discuss possible volunteer opportunities, and schedule the volunteer if a volunteer opportunity is available.

All applications will be kept on file in the Business Office.

PALS Members

PALS Membership Application forms and payment will be routed to the Rock Island Public Library Foundation.

The Foundation Director will route membership information to the appropriate library staff or PALS representative, based on volunteering preferences.

The Volunteer Application & Waiver of Liability Form shall be submitted during their first volunteer assignment for the Rock Island Public Library and will be routed to the Business Office for filing.

Membership dues will be deposited into the PALS checking account with the Rock Island Public Library Foundation.

REGULATIONS:

All volunteers are required to fill out a Volunteer Application & Waiver of Liability Form.

Applicants will be approved to become volunteers at the discretion of the Library Director or their designee based on an applicant's qualifications in relation to the needs of the library at any given time.

Volunteers will follow all library policies and procedures.

Volunteers will be provided with a Rock Island Public Library Volunteer Handbook.

Confidential information is not to be shared with anyone else including family, friends, or acquaintances.

Volunteers may not remove or make copies of any records, reports or any other confidential documents from the Library.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.

PALS Members

Those who submit a PALS Membership Application are joining a group of volunteers who are a committee of the Rock Island Public Library Foundation, a separate 501c3 entity from the Rock Island Public Library.

Membership lasts from January through December. There are no pro-rated memberships.

Volunteers will be contacted either by the Rock Island Public Library Foundation or a representative of the Rock Island Public Library. The categories from the Membership Application will be handled by the following parties:

- Advocacy Team – Foundation
- Beautification Team – Library and Foundation
- Fundraising Team – Foundation
- Library Attendant/Greeter – Library
- Programming Support – Library and Foundation
- Sustaining Member - Foundation

GUIDELINES:*For All*

The library reserves the right to decline the services of any volunteer working on library property.

Volunteers under consideration may be subject to a criminal records search and background check.

Volunteers (Non-PALS Members)

If the library does not have projects that match a volunteer's interests at the time of application, the applicant will be notified and the application will be kept on file for one (1) year.

The library may not accept every volunteer application.

PALS Members

Guidelines for PALS Members shall be designed by the Rock Island Public Library Foundation.

BOARD APPROVED:

5/20/2014

REVISED & APPROVED: 10/21/2014

REVISED & APPROVED: 11/15/2016

REVIEWED: 7/22/2019; APPROVED: 8/20/2019

REVISED & APPROVED: 11/15/2022