

## **Poplar Creek Public Library District Volunteer Policy**

The Poplar Creek Public Library District (PCPLD) endeavors to encourage volunteerism by providing opportunities for residents to perform a variety of tasks and functions. Residents possessing a valid PCPLD card in good standing, age 12 and over are eligible to apply for volunteer service. Youth ages 12-17 may only apply to serve as volunteers for designated youth programs and special projects and must have written parental approval. All new volunteers, 18 years of age or older, must sign a release for a criminal background investigation pursuant to the Illinois Uniform Conviction Information Act. The Library cannot accommodate persons seeking to fulfill court-ordered community service or peer jury sentencing. Staff may decline to assign an applicant based upon, but not limited to results of a background check, failure of the applicant to abide by library policies, tasks available at any given time, ability of an applicant to perform available tasks or ability of an applicant to be present on dates and at times specified by staff. Once assigned, volunteers will continue to serve by mutual agreement with staff. Volunteers will be assigned to conduct specific tasks. Certain duties and tasks are performed only by staff and will not be assigned to volunteers. Volunteer work does not guarantee hiring into either a part-time or full-time position and is not the purpose of the Volunteer Program.

Approved September 17, 2015, Amended September 15 2016, updated September 26, 2017