Poplar Creek Public Library District
Volunteer Policy

The Poplar Creek Public Library District (PCPLD) welcomes volunteers who support the library's mission and services. Volunteer services are supplemental in nature and are not intended to replace paid staff or perform essential operational functions.

1. Eligibility and Application Requirements
To be eligible to serve as a volunteer, applicants must be at least eleven (11) years of age and must complete and submit a Volunteer Application along with any required consent forms.

Minor Applicants (Ages 11–17): Applicants in this age bracket may serve in designated youth programs or special projects only. Written parental or legal guardian consent is required prior to placement. These volunteers must submit two written references from adults who are not family members. The library may impose additional supervision requirements for minor volunteers at its discretion.

Adult Applicants (Age 18 and Older): Applicants eighteen (18) years of age and older must authorize and successfully complete a criminal background check prior to placement. Continued service is contingent upon satisfactory background results. PCPLD reserves the right to require background checks for any adult volunteer position, including those for one-time or special events.

2. Selection and Assignment
Volunteer placement is at the sole discretion of PCPLD. Submission of an application does not guarantee acceptance or placement. PCPLD reserves the right to accept or decline applicants for any lawful reason, assign volunteers to duties consistent with operational needs, and reassign or discontinue volunteer service at any time, with or without cause, and without advance notice.

3. Nature of the Relationship
Volunteers serve without compensation or expectation of compensation. They are not employees of PCPLD and are not eligible for wages, benefits, unemployment insurance, workers' compensation (except as required by law), or other employee benefits. Furthermore, volunteers are not guaranteed consideration for employment by virtue of their service. Volunteer service does not create an employment relationship, contractual right, or entitlement to future employment with PCPLD.

4. Scope of Duties and Conduct
Volunteers are subject to the direction and supervision of designated Library staff. While serving, volunteers must follow all Library policies, procedures, and codes of conduct; comply with all applicable local, state, and federal laws; and maintain patron confidentiality in accordance with Illinois law and Library policy. Failure to comply with

Library policies, behavioral standards, or supervisory instructions may result in immediate dismissal from the Volunteer Program.

5. Community Service Exclusion
PCPLD does not accept individuals seeking to fulfill court-ordered community service, peer jury obligations, or sentencing requirements through its Volunteer Program.

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