

Section II: Service Policies

TITLE: Volunteer Policy

DATE ADOPTED: March 9, 2009 REVISED: October 10, 2016

Volunteer opportunities serve as a tenet of our mission to enrich life in our community by connecting people with resources, services and each other. LVDL values the time, enthusiasm, and energy volunteers bring to our library. They enhance, rather than replace, staff. A volunteer shall be considered as any individual, 11 years or older, who assists with work done at the Lake Villa District Library, without remuneration. LVDL may not be able to accommodate all volunteer requests.

Volunteer Opportunities:

Volunteer opportunities include, but are not limited to:

- Assist with computer skills on a one to one basis.
- Assist staff with projects and clerical duties.
- Clean materials, dust shelves, tidy up library grounds.

LVDL accepts teens (ages 13-17) as court ordered volunteers.

Friends of the Library is a separate volunteer group. They actively promote community awareness of the library and provide additional funds for library equipment and programs. Please contact the Friends of the Library for volunteer opportunities: www.lvdl.org/friends

Guidelines:

1. Volunteers must complete a volunteer [application form](#) and be interviewed.
2. Volunteers under 18 must have a parent/guardian's permission. The minimum age for volunteers is 11.
3. Volunteers are expected to be courteous and considerate of patrons, staff, and other volunteers.
4. Volunteers are required to dress appropriately and wear a name tag.
5. LVDL will select volunteers based on the needs of the library. Application forms will be kept on file for a period of one year.
6. LVDL reserves the right to reassign or dismiss a volunteer.