



## Volunteer Guidelines

Applicant's Name: \_\_\_\_\_

### Volunteer Policy

Volunteer opportunities serve as a tenet of LVDL's mission to enrich life in our community by connecting people with resources, services, spaces, and each other. LVDL values the time, enthusiasm, and energy volunteers bring to our library. Volunteers serve to enhance, rather than replace staff. A volunteer shall be considered as an individual, 12 years or older, who assists with various tasks at the library, without remuneration. LVDL may not be able to accommodate all volunteer requests.

### Volunteer Guidelines:

1. Volunteers must complete a volunteer application and be interviewed; a background check may be required.
2. Volunteers under 18 must have parent/guardian's permission. The minimum age for volunteers is 12.
3. Volunteers are expected to be courteous and considerate of patrons, staff, and other volunteers.
4. Volunteers are required to follow the dress code policy of the library.
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 at any time.

### Expectations

LVDL is a professional and welcoming environment. Volunteers are expected to be courteous and considerate of patrons, staff, and other volunteers. Appropriate appearance, hygiene, and clothing help to establish respect and promote the library's professional image. Dress should be appropriate to the volunteer task.

- Clothing with derogatory, indecent or offensive slogans or images is not allowed.
- Odors or scents that are offensive, distracting or exasperate allergies or sensitivities by others are not acceptable.
- Volunteers are required to wear lanyards identifying themselves as library volunteers.
- Volunteers may not bring a friend to assist them with their volunteer task, but they certainly can encourage friends to visit [www.lvd.org](http://www.lvd.org) to learn how they can become a volunteer.
- Volunteers will notify their staff or department contact if they are unable to honor a task commitment.

Applicant Signature:

Date:

## UNDER 18

### Guardian Permission For Applicants Under 18 (completed by parent or legal guardian)

I, \_\_\_\_\_ (print name) the undersigned parent or legal guardian, grant permission for \_\_\_\_\_ (print applicant name) to volunteer at Lake Villa District Library. I will support him/her/them by respecting his/her/their volunteer commitment and provide transportation if needed.

Guardian Signature:

Guardian email:

## 16 YEARS AND OVER

### Policy Against Harassment

LVDL is committed to maintaining an environment free of all forms of harassment. LVDL policy prohibits harassment based on sex (including sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions) and harassment based on race, religion, creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other status protected by federal or state law or local ordinance or regulation. All such harassment is unlawful. LVDL policy applies to all volunteers and prohibits unlawful harassment by any volunteer of the library.

Examples of sexual harassment may include, but are not limited to:

- Physical, unwelcome touching;
- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Threats and demands to submit to sexual requests as a condition of continued volunteer service, or to avoid some other loss, and offers of special volunteer benefits in return for sexual favors;
- Inappropriate conduct or comments consistently targeted at only one gender, even if the content is not sexual;
- Retaliation for having reported or threatened to report sexual harassment.

This behavior is unacceptable in LVDL itself and any event locations in which you volunteer for LVDL. Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should immediately submit a complaint to the Administrative Services Manager, Learning & Development Coordinator, or Library Director.

Applicant Signature:

Date:

**18 YEARS AND OVER**

**Background Check Authorization For Applicant 18+**

I, \_\_\_\_\_ (print name) hereby authorize Lake Villa District Library (LVDL) to investigate my background for the purpose of volunteering at the Library.

I understand that LVDL will utilize an outside firm or firms to assist in checking such information, and I specifically authorize such an investigation by information services and outside entities of LVDL's choice. I also understand that I may withhold my permission and in doing so, no investigation will be conducted and my application for volunteering will not be processed further.

First Name:

Middle:

Last:

Date of Birth:

Signature: