

La Porte County Public Library Volunteer Policy

Purpose

The La Porte County Public Library (LPCPL) Volunteer Program is a resource to the Library that provides valuable services to meet the needs of the customers, while allowing individuals the opportunity to contribute to their community in a manner that is meaningful to them. The Library uses volunteers to supplement the efforts of paid library staff in meeting demands for quality public service and aid the library in making the best use of its fiscal resources.

Policy

A volunteer is any individual, 12 years or older, who contributes time, energy, and talents directly or on behalf of LPCPL and is not paid by library funds.

Volunteers under the age of eighteen may need Parent/Guardian written permission before volunteering depending on the nature of the volunteer assignment.

Volunteers may also be a part of a group or organization that volunteers at the Library as a team of people.

Members of the La Porte County Public Library Friends of the Library are considered volunteers under this policy.

Individuals who are completing Court Ordered Community Service are also considered volunteers under this policy.

All volunteers are required to fill out a Volunteer Application Form, which can be submitted electronically through the library's website.

Background checks are an important aspect of the selection process to promote a safe environment for volunteers as well as for employees and visitors to the Library, to protect organizational assets such as people, property and information and to ascertain suitability for a volunteer assignment. Therefore, the La Porte County Public Library conducts background checks on all individuals 18 years and older who apply to volunteer for the Library. These checks are required for all individuals 18 and older that are members of the above referenced groups and organizations as well.

It should be noted that all LPCPL staff and those individuals who contract with the La Porte County Public Library to perform, entertain or instruct library customers shall be subject to a criminal history check.

The two types of checks are:

Criminal History Check

All volunteer applicants eighteen (18) years or older are required to undergo a criminal history check as a condition of a volunteering assignment. Having a criminal history of criminal conviction will not automatically preclude volunteer placement. The nature of the offense and its relevance to the particular volunteer assignment will be considered on a case-by-case basis.

Motor Vehicle Record Check

The Bureau of Motor Vehicles makes driving record information available online through Access Indiana to determine a volunteer or employment applicant's driving record and status. Any individuals accepting volunteer assignments that require operation of a motor vehicle will be required to undergo motor vehicle checks.

Volunteers are selected based on their qualifications in relation to the needs of LPCPL at any given time. All volunteers must be accepted by LPCPL prior to performance of assigned tasks. Acceptance of an application is at LPCPL's discretion.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library customers and staff.

Each approved volunteer is assigned to a supervisor. A partnership is created between the volunteer and supervisor to ensure good working relations and communication. It is the responsibility of the supervisor to provide on-the-job training and serve as a direct link between the volunteer and the rest of the staff.

All volunteers are required to read the LPCPL Volunteer Handbook in its entirety prior to beginning their volunteer placement. Each volunteer will participate in an orientation to the Library at which time any questions or concerns about the guidelines, policies, or procedures contained herein should be directed to the staff member providing orientation or to the Volunteer Coordinator before placement.

Volunteers agree that LPCPL may at any time, for whatever reason, decide to terminate the volunteer's relationship with LPCPL, or to make changes in their volunteer assignment.