

# **Black Creek Village Library Volunteer Policy**

In order to volunteer at the Black Creek Village Library, an individual must be at least 15 years of age. Minors under the age of 18 must have parental approval and cannot work more than four (4) hours per day.

Volunteers may not:

- Perform activities that could reveal confidential patron information
- Use the Integrated Library System (ILS); i.e. check-in or checkout materials, create library cards, etc.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.

Volunteers can be released from volunteer duties at any time at the discretion of the Library.

Neither the Village of Black Creek nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.

Neither the Village of Black Creek nor the Library accepts any liability for the health or safety of the volunteer for actions which are the volunteer's own doing.

Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective and professional supervision, the right to involvement and participation and the right to recognition of competent completion of assigned tasks.