

**Geneva Public Library  
Volunteer Policy**

The Geneva Public Library uses volunteers to supplement the efforts of paid staff in providing quality public service. Volunteers are viewed as important liaisons between the library and the community. Through its volunteer services program, the library seeks to develop a group of citizens who can assist the library in interpreting its needs to the community. Volunteers also keep the library in touch with the community it serves. Volunteer workers do not substitute for paid staff but assist with programs or projects that supplement or complement staff duties.

**Definition**

A 'volunteer' is defined as a person who, of his/her own volition, provides services to the Geneva Public Library without compensation.

**Eligibility**

Participants who provide volunteer services to the Geneva Public Library must be at least 12 years of age.

Applicants may submit a completed City of Geneva job application form to the Library Director for consideration.

Applicants may have a background check and/or researched through the National Sex Offender Registry. Any applicant serving community service requirements due to, or with a criminal history involving, sex-related or child-related convictions, or convictions of theft, fraud, forgery, or violence, will automatically be denied volunteer placement.

**Supervision**

Volunteers at the Geneva Public Library are considered to be under staff supervision. Supervision will be provided by all library staff on duty. All staff will be involved in training and direct oversight of a volunteer's performance. Any concerns between volunteers or staff must be taken to the Library Director for final decisions.

**Dismissal**

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violations of library rules. While all library staff may supervise volunteers, only the Library Director reserves the right to dismiss a volunteer, at any time.

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This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Adopted by the Library Board of Trustees..... 6/12/2014

Reviewed and Revised by the Library Board of Trustees ..... 9/26/2017

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