SSCHPL
Steger-South Chicago Heights Public Library

Volunteer Policy

A volunteer shall be considered as any individual, 13 years and older, who assists with work done at the Steger-South Chicago Heights Public Library, without remuneration.

The Steger-South Chicago Heights Public Library recognizes that volunteers are a valuable resource for the Library. Their energy and commitment help the Library meet its commitment to quality service to our members. They are valuable advocates and help connect the Library to the community and other organizations.

The purpose of library volunteers is to enhance and not replace adequate staffing. Volunteers are bound by rules contained in the Library's policies and guidelines, especially those that pertain to patron privacy and confidentiality.

Library volunteers are recognized by the public as library representatives and they will be guided by the same work and behavior policies as employees. Library volunteers work with the same status of "at will" employees, and the Steger-South Chicago Heights Public Library has the right to terminate the volunteer's working association with the Library at any time, for any reason.

People who want to volunteer at the Library must fill out an application form which is kept in a folder at the Front Desk, and interview with the Volunteer Coordinator. The Library will keep a record of their volunteer hours in a log book. The Library does not accept volunteers for court ordered community service. Members of the Friends of the Steger-South Chicago Heights Public Library are not required to apply in order to volunteer in the Library.

Adopted: February 2013
Revised: November 2015