



Little Chute Public Library

Gerard H. Van Hoof Memorial

Volunteer Policy

Purpose of Volunteers

The Little Chute Public Library supports volunteerism to supplement and enrich library programs and activities. The library accepts volunteers to help with book sales, donations, events, and special projects as needed.

It is not the intent of the Library Board to use volunteers to supplant paid staff. Therefore, volunteers will not do the work that staff are paid to perform. Due to patron privacy and state law, no volunteers will have access to the ILS (check-in or check-out materials, create library cards, etc.) or perform duties that could reveal confidential patron activity. No staff members shall be terminated or have their hours reduced due to the availability of volunteers.

Volunteers will be subject to a background check and are expected to conform to LCPL policies. An orientation will be provided for all volunteers.

General Guidelines & Expectations

- Volunteers must complete a volunteer application.
- Volunteers under 18 must have a signed permission form with written consent from a parent/guardian.
- The library is not responsible for injuries acquired while volunteering.
- Volunteer duties will be coordinated by a paid staff member and pre-planned.
- Volunteers are expected to be on time.
- If a volunteer can't make their assigned shift or will be late, they will notify the volunteer coordinator.
- Volunteers will sign in upon arriving.
- Volunteers will wear a volunteer badge during shifts.
- Library staff reserves the right to decline the services of any volunteer who does not perform according to the library's expectations or violates the Code of Conduct for volunteers.

Code of Conduct for Volunteers

The Little Chute Public Library strives to provide a welcoming space and diverse materials that enhance and support the community, recreation, literacy, and lifelong learning. Volunteers are expected to serve as role models and comply with the Little Chute Public Library's Code of Conduct.

Volunteers will:

- Be fair, considerate, and honest with others.
- Respect all patrons and staff members.
- Be professional with words and actions.
- Maintain a safe environment for everyone.
- Help library staff.
- Maintain the privacy of patrons, volunteers, and staff by keeping personal information confidential.
- Adhere to the Little Chute Public Library's policies and procedures.

By signing below, I acknowledge that I have read, understand, and will comply with the Little Chute Public Library's Volunteer Policy. This acknowledgement will be kept on file with the volunteer coordinator.

Volunteer Signature

Date

Approved by the Little Chute Public Library Board of Trustees on May 21, 2024.



Little Chute Public Library

Parental Consent Form for Youth Volunteers

By signing this form, I hereby give consent to my child, a minor, to volunteer at Little Chute Public Library. My child and I have both read the Little Chute Public Library Volunteer Policy. I understand that my child will be provided volunteer orientation and training with a library staff member. I understand that my child will not receive any monetary compensation for volunteering at Little Chute Public Library.

I understand the inherent risks that come with volunteer tasks and will not hold Little Chute Public Library liable for any injuries that unintentionally result from the child's participation in volunteer tasks. In case of an emergency, I will be contacted as soon as possible by the Little Chute Public Library.

I, _____, give permission for my child,
_____, who is a minor, to volunteer
at Little Chute Public Library.

Parent/Guardian Signature:

Date: _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email Address: _____