Volunteer Policy

I. Purpose

A. The purpose of volunteering at the library is to allow community members and the library to work together to provide excellent library services for the residents of Mount Prospect. The purpose of the Volunteer Policy is to provide guidelines for the volunteer program and those who participate in it.

B. This policy is for internal management guidance only and does not constitute, either implicitly or explicitly, a contractual or personnel agreement.

C. The library reserves the right to change any part of this policy.

II. Definition

A. Volunteers are individuals 12 and older who assist the staff by performing specific tasks for the library without promise, expectation, or receipt of wages, benefits, or compensation of any kind for services rendered. The volunteer offers their assistance freely and without coercion and solely for civic and/or charitable reasons and is not otherwise employed by the library.

B. The library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library. Volunteers understand that the library may, at any time, for any reason terminate the volunteer's relationship with the library.

III. Volunteer Guidelines

A. Applicants who are 18 or older must consent to and successfully pass a criminal background check prior to being offered a volunteer position at the library. The background check will be paid for and coordinated by the library.

B. Volunteers under 18 must have written permission from a parent or legal guardian before beginning volunteer duties, unless the activity is part of a scheduled program that includes service as a planned component.

C. In general, volunteers will not perform essential library duties nor displace regular employed workers.

D. Volunteers are bound by the MPPL Patron Privacy Policy regarding confidentiality.

E. Volunteers are recognized by the public as representatives of the library and are expected to conduct themselves appropriately, including being respectful to staff, patrons, and other volunteers.

F. Volunteers are expected to follow dress guidelines, including shoes appropriate to the job, no offensive imagery/language, and a general clean and neat appearance suitable for a family-friendly library.

G. Volunteers are not library employees, and this policy does not constitute a contract between the library and volunteers. Both the individual and the library have the right to discontinue the individual's service at any time.

H. Volunteers must record their hours of service.

I. Volunteers that require a building access card must sign it out and return it at the end of each volunteer shift.

J. Volunteers who are family members of active library employees may not be placed under the direct supervision of their family member.

K. Volunteers must complete all required training.

L. Volunteers must be able to get to and from the library and its event locations on their own.

IV. Selection Criteria

A. Volunteer selection is based upon the needs of the library as well as the qualifications and availability of the prospective volunteer. If there are no suitable opportunities at the time of submission, volunteer applications will be kept on file for one year for potential future service.

B. Preference will be given to Mount Prospect residents, but residency is not required to volunteer.

V. Library Staff

A. Active library employees may not perform unpaid work for the library. However, employees can volunteer for the Friends of the Mount Prospect Public Library and the Mount Prospect Public Library Foundation as both are separate affiliate groups that operate independently and are governed by their own Boards of Trustees.

VI. Other Volunteer Opportunities

A. Other volunteer opportunities available to Mount Prospect residents include serving on the Library Board, the Mount Prospect Public Library Foundation Board, Friends of the Mount Prospect Public Library Board, assisting the Friends and Foundation Boards with their needs under their direction, and ad hoc advisory boards for Library Board or staff as needed.

Revision History
04/17/2025, 11/30/2018, 06/01/2017, 05/01/2016, 11/01/2015, 12/01/2013, 04/01/2011, 02/01/2011