**STATEMENT OF PURPOSE**

Northlake Public Library District provides a wide variety of volunteer opportunities for community members of all ages. The library will not discriminate in making volunteer opportunities available. Opportunities are available on a first-come, first-served basis.

**Guidelines for All Volunteers:**

While we cannot guarantee placement preference will be given to Northlake Public Library District patrons. Volunteers will be provided with documentation of participation, if needed. All volunteers must sign and abide by the volunteer agreement form. All Northlake Public Library District policies and guidelines must be followed by all volunteers.

**Middle School Volunteers**

Northlake Public Library welcomes middle school volunteer applications (Grades 6-8).  Students who are **required** to complete volunteer hours for school and other organizations will be given **first consideration.** While we cannot guarantee placement, we strive to accommodate all applicants. Students are responsible for giving required school documentation to the Youth Services Department.  Applications must be picked up and returned to the Youth Services Department with a parent or guardian signature on the application.

Middle school volunteers are supervised by the Head of Youth Services or the Youth Services Librarian.  Limited hours are available each day based on the needs of the department.  Tasks include wiping down tables and toys, helping with library programs, organizing and preparing youth materials for crafts, and other duties as assigned.

Two absences without prior notification will result in losing the volunteer position.

**Court-Ordered Community Service for those under 14**

The Northlake Public Library accepts, on a limited basis, court-ordered short-term community service volunteers. The volunteer’s offense must be of a nonviolent and non-theft related nature. Court-ordered community service for those under 14 is approved on a case-by-case basis. Court orders, tickets, and related documentation listing the offense must be attached to all applications.

**Teen Volunteers**

The Northlake Public Library District accepts Teen Volunteers between the ages of 13 and 18. Applications must be picked up and returned to the Adult Services Department with a parent or guardian signature on the application.

Teen Volunteers are recruited, trained, and overseen by the Teen Librarian. Typical shifts last for approximately two hours and may include the following: assisting in programs, locating materials, creating displays, promoting the library and its resources to peers, and other duties as assigned. Teens may participate for mandatory service hours through their schools or other organizations.

**Adult Volunteers**

The Northlake Public Library strives to accommodate applicants to assist staff with a variety of tasks and activities throughout the Library. The Northlake Public Library provides short- and long-term volunteer opportunities on a limited or ongoing basis in an effort to work together to meet the goals and mission of the organization.

**Court-Ordered Community Service**

The Northlake Public Library accepts, on a limited basis, court-ordered short-term community service volunteers. The volunteer’s offense must be of a nonviolent and non-theft related nature. Court orders, tickets, and related documentation listing the offense must be attached to all applications.

A variety of tasks may be assigned to respond to immediate needs that the library might have. Library activities may limit the number of volunteers that are accepted at one time. Volunteers will be supervised by the Head of Adult Services. Tasks may include work within the library such as shelving materials, cleaning, dusting, straightening shelves, assisting the Friends of the Library with book sales and/or programs, shifting collections, recycling activities, shelf-reading, inventory, packing and unpacking deliveries, preparing seasonal displays, and other duties as assigned. Exterior work may include building maintenance, window washing, painting, raking, pruning, trimming shrubbery, weeding, clearing and shoveling paths, and removing nuisance vegetation on library grounds and its parking lot. Inclement weather may alter tasks and schedules. Volunteers may bring a personal listening device to help pass the time. All volunteers are expected to observe proper decorum while on library property and not entertain their peers during service hours.

Two missed shifts without prior notification or one month of missed shifts will result in termination. Falsifying hours will also sever the library’s obligation to provide you an opportunity to fulfill your court-ordered sentence.

**Parents**

 The Northlake Public Library accepts parent volunteers who:

* Have children who actively attend Youth Programs
* Live in the library service area

Parent volunteers will be used during large events and special programs. Library activities may limit the number of volunteers that are accepted at one time. Parent volunteers will be supervised by the Head of Youth Services. Tasks may include room set-up and/or cleanup, wearing character costumes and assisting children during a program.  Parents will be given ample notice of volunteering opportunities.  Inclement weather may alter tasks and schedules. All volunteers are expected to observe proper decorum. If a program is missed without notifying the library the absence may limit the ability to volunteer for future programs.  Parent volunteers will be chosen at the discretion of the Head of Youth Services based on the needs of the event.

**All Volunteers must sign and abide by the volunteer agreement form.**

 Approved 9/14, Updated 4/23, Updated 2/24, Updated 3/24