



Two locations serving the communities of Granite City, Mitchell, and Pontoon Beach.

2001 Delmar Avenue
Granite City, IL 62040
618-452-6238

2145 Johnson Road
Granite City, IL 62040
618-452-6238

SIX MILE REGIONAL LIBRARY DISTRICT

Volunteer Policy

The Six Mile Regional Library District's Volunteer Program is designed to expand and enhance service to the community.

Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve satisfaction, and learn more about the Library. Volunteers generally provide services other than regular library work and assist with special projects. All volunteers are expected to act according to library policies and reflect positive customer service attitudes to all library patrons.

Volunteers do not replace paid staff, particularly members of the American Federation of State, County, and Municipal Employees, Council 31.

Volunteers perform services for the Library without wages, benefits, or compensation (including travel expenses) of any kind, or expectation thereof, and who perform volunteer services at the direction of Library staff. A volunteer is not an employee of the Library. No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Nothing in this policy or in the volunteer's service to the Library shall create a contract or employment relationship between the volunteer and the Library.

Procedure:

Selection of Volunteers

Volunteers are selected based on their qualifications in relation to the library's current needs and their ability to commit to a consistent schedule of volunteer hours.

Prospective volunteers are required to complete an application, participate in an interview, and have a clear background check. There is a separate Youth Volunteer Policy for those under the age of 18.

If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified that matches their interests and/or qualifications.

Any volunteer or volunteer applicant who is found to be a convicted sex offender or to have been convicted of a violent crime will not be eligible to serve the Library.

The Library reserves the right to not accept volunteers at its sole discretion.

Behavior

Volunteers are subject to the same rules of conduct and ethics as Library staff.

Volunteers are expected to conduct themselves in accordance with and adhere to all established policies and procedures of the Library, including, but not limited to, policies forbidding harassment, discrimination, workplace

violence, or threats of violence. Volunteers are bound by the policies and procedures of the Library, especially as related to [behavior](#), privacy, [confidentiality](#), attendance, performance, safety procedures, proper attire, etc.

Volunteers shall not use their positions for unauthorized personal gain. Volunteers will be provided and must wear a name badge provided by the Library. Volunteers will not be allowed access to non-public areas of Library facilities when not volunteering. Volunteers are not provided keys to the Library.

Volunteers can be released from their duties at any time at the discretion of the Library.

Training and Supervision

Volunteers receive specific training in their assigned duties from the library staff member who directly supervises their work. Volunteers will not receive training in the Library's circulation system nor will they be allowed access to the patron database.

Exceptions

The Library does not participate in community service work requirements by outside agencies.

As per the Union Contract, "no AFSCME-represented position shall be eliminated, hours reduced, or otherwise reduced in pay, as a result of any welfare-to-work initiatives. Duties normally performed by AFSCME-represented employees shall not be assigned to welfare recipients or welfare to work participants, nor shall AFSCME-represented employees in any way be displaced by such individuals."

Approved by Board Action
February 11, 2025