



Volunteers

The LaGrange Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Their services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

LaGrange Library volunteers are coordinated by the Assistant Director and must be at least 14 years of age. Each volunteer must complete an application which will be kept on file in the Library. Application forms are available at the Library or on our website, laglib.org. In some cases, volunteers will also be interviewed to better determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in placement and job assignments.

LaGrange Library volunteers are bound by rules contained in all Library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality.

Volunteers working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.

LaGrange Library volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees

Volunteers are asked to record their hours of service in the Volunteer Log Book located behind the Circulation Desk as these statistics are reported on a monthly basis to the Board of Trustees.

The Library accepts volunteers requiring court ordered community service at the discretion of Library management. Court ordered community service volunteers are required to be interviewed by Library management prior to being accepted for service.

Junior volunteers under the age of 14 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.