

QUINCY PUBLIC LIBRARY VOLUNTEER POLICY

Community members may request or be recruited to volunteer at the Quincy Public Library from time to time or on a regular basis. Volunteers must complete an application for volunteer service and sign it to give consent to the certifications and waivers indicated. Persons must be at least fourteen (14) years old to volunteer at QPL, unless doing so in a group as a member of the Teen Advisory Board. Volunteer service may include assistance at Library events, preparing crafts, assisting with building or grounds maintenance, delivering materials to individuals or nursing homes, sorting books or working at book sales or in the Friends of the Library bookstore, or other similar activities.

A staff member must always be present to supervise volunteers at Library events, inside or outside the Library. A volunteer may never take children off site or be alone with one or more children in any private area.

A criminal background check will be conducted if the volunteer will be working without staff supervision in a non-public area, such as Friends sorting books, or may be alone with a patron regardless of age, such as delivering library materials to homebound patrons. Background checks will be conducted by the library's background check company.

The existence of a conviction does not automatically disqualify an individual from volunteering. Should a criminal background check result in a report that includes one or more convictions, the library will provide the applicant a copy of the conviction report and an opportunity to provide additional information related to the conviction.

Confidentiality of the results of background checks will be maintained, with access only by the Executive Director of the Library and the Board of Trustees if appropriate.

NON-DISCRIMINATION & ANTI-HARASSMENT

Quincy Public Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the library will not tolerate discrimination against or harassment of anyone, including any supervisor, employee, vendor, patron, contractor, board member, or other regular visitor of the library.

Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination

Discrimination consists of employment actions taken against an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is (or is perceived to be) a member of a protected group.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race, color, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of their protected status.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment
- Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

ANTI-BULLYING POLICY

Quincy Public Library prohibits acts of harassment or bullying. The Library defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment."

The purpose of this policy is to communicate to all volunteers, that the Library will not tolerate bullying behavior. Volunteers found in violation of this policy will be terminated. Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Library considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; spreading malicious rumors; gossip; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

The Library expects all volunteers to conduct themselves in a manner that displays proper regard

for the rights and welfare of other employees, patrons, contractors, vendors and regular visitors of the Library. All volunteers have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the Library prohibits both active and passive support for acts of bullying. Volunteers are encouraged to report acts of bullying to a library staff member and or the Executive Director.

Adopted August 13, 2013
Revised July 10, 2018
Revised November 9, 2021
Quincy Public Library
Board of Trustees