

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. 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 include a minimum of searching the Adams County Circuit Clerk's online case database, the Illinois Sex Offender Registration Information website, and a search by either the Illinois State Police or an employee background screening service.

Generally a volunteer will not be accepted if the searches reveal:

- a. Any narcotics conviction
- b. Any sex offense conviction
- c. Any felony 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.

Adopted August 13, 2013
Quincy Public Library
Board of Trustees