

ATTACHMENT H

**POLICY ON VOLUNTEER AND
COMMUNITY SERVICE POSITIONS**

The Library will maintain a volunteer program as needed to supplement the functions performed by regular staff and to provide opportunities for individuals to fulfill service requirements for school or other organizations. Individuals referred by the courts, the Elmhurst Police or the Elmhurst Peer Jury may also perform Community Service at the Library.

4.9.1 Application

All applicants for volunteer or Community Service positions shall file applications on forms provided by the Library.

4.9.2 Background Checks

All applicants who are age 16 or older must pass a criminal background check prior to being offered a volunteer position at the Library. Applicants with any offenses involving theft, violence, arson, or sexual misconduct will not be accepted as volunteers or for Community Service. Other offenses will be evaluated relative to the position in question. ~~This requirement does not apply to volunteer testers of electronic library materials who perform their volunteer tasks at home.~~

4.9.3 Motor Vehicle Use

On an annual basis, all volunteers using personal vehicles for Library business must present proof of liability insurance with minimum coverage of \$100,000 per individual and \$300,000 per accident and must authorize the Library to obtain a motor vehicle report concerning their driving record. The following infractions will disqualify a volunteer from driving on library business: DUI, leaving the scene of an accident, fleeing, reckless driving, multiple speeding tickets, and license revocation. No volunteer who has not provided the above information may drive on Library business. Volunteers are prohibited from transporting Library patrons in their personal vehicles.

Community Service positions will not entail the use of motor vehicles.

4.9.4 Insurance

The Library will carry the necessary insurance coverage to provide insurance to volunteers who are injured while performing a task assigned by Library staff as part of a formal program of volunteerism. This coverage is provided to the same level as accidental injury coverage is provided to employees of the Library.