

VOLUNTEER PROGRAM

Adopted: January 2012

Revised: May 2025

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Volunteer Guidelines

The library values and encourages community members to volunteer their time and talents to enhance and expand library services. Volunteers complement, rather than replace, library staff and contribute to special events, projects, and ongoing programs. Their service allows the library to maximize its fiscal resources while strengthening community engagement.

The library collaborates with local students who are required to complete service hours as part of an accredited school program for academic credit or advanced awards. Additionally, other community service groups may be eligible to fulfill service requirements through the library's volunteer program. Volunteer placement is based on the availability of suitable tasks that align with an individual's skills, interests, and schedule. Volunteer hours must be scheduled in advance, as drop-in volunteering is not permitted.

Volunteers under the age of 18 must provide written permission from a parent or guardian. All volunteers aged 18 or older must consent to a criminal background check in accordance with the Illinois Uniform Conviction Information Act.

To be eligible, volunteers must hold a valid Winnebago Public Library card in good standing and must adhere to all library policies. Volunteers are selected and supervised by the library director and staff, who reserve the right to terminate volunteer service at their discretion.

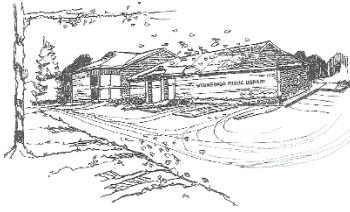
How to Apply

Prospective volunteers can obtain an application at the library service desk. Completed applications should be submitted to the library, allowing a minimum of one week for processing. This time enables staff to assess the applicant's skills, experience, and availability to determine appropriate placement.

As part of the application process, volunteers may be required to participate in an interview, training, and orientation. Once assigned, volunteers will continue to serve at the mutual agreement of the library and the individual. Volunteers are assigned specific tasks; however, certain duties and responsibilities are reserved exclusively for library staff.

Participation in the volunteer program does not guarantee employment with the library, as volunteer service is intended solely to support library operations and community engagement.

/jlo rev 3/25/25



Volunteer Application

Please print in ink and return to the library service desk.

Date: _____

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email: _____ @ _____

Are you 18 years old or older? _____ Yes _____ No
(If no, your parent/legal guardian must sign the parental consent waiver at the end)

Are you volunteering as a part of court-ordered community service?
_____ Yes _____ No

Do you have any physical limitations?

_____ Yes (Please describe) _____

_____ No

AREAS OF INTEREST: (check all that apply)

_____ Assist Friends of WPL (*subject to their approval*)

_____ Assist at programs/special events (*subject to library background check*)

_____ Seasonal and special projects (*assist staff with projects*)

_____ Light cleaning

_____ Shelf reading (*Shelf reading duties may only be completed after passing the Shelving Test*)

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_____ Assist with community relations projects

_____ Assist with Winnebago Community Historical Society (*subject to their approval*)

AVAILABILITY: (*fill in all days and hours that apply*)

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>

PERSONAL REFERENCES: (*please list two non-family personal references*)

Name _____ Phone Number _____

Name _____ Phone Number _____

EDUCATION: (*check highest level completed*)

_____ Elementary _____ Middle School _____ High School _____ Technical School

_____ Some College _____ College Degree

SKILLS:

Computers (*check all that apply*)

_____ Word _____ Excel _____ Power Point _____ Publisher _____ Internet

_____ Some College _____ College Degree _____ Other

Other Skills: _____

CRIMINAL HISTORY:

Some volunteer positions at the Winnebago Public Library require criminal history information. All volunteers need to complete the following questions. You will be notified if further information is required.

Have you ever been convicted of a felony? _____ Yes _____ No

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BACKGROUND CHECKS:

"I hereby authorize the Winnebago Public Library to obtain my criminal history record information from the Illinois State Police under the Uniform Conviction Information Act, and to obtain any other information from any other source concerning my criminal convictions."

"I also authorize the Illinois State Police to release my information to the Winnebago Public Library. The Winnebago Public Library will provide me a copy of the information. I understand that I have the duty to notify the Winnebago Public Library within seven working days of receipt if the information is inaccurate or incomplete."

By signing and submitting this form, I certify that the answers contained in this application are true and complete to the best of my knowledge. My volunteer service is conditional upon the completion of this application, verification of the references, and a background check may be performed. I consent to a background check if needed. I am offering my services as a volunteer. If my offer of volunteer service is accepted, I will not be entitled to compensation for any services I provide. I understand that I am not covered by worker's compensation if injured in the library. I have read the library's policy on volunteers and conduct in the library.

Date: _____ Signature: _____

Date: _____ Parent/Guardian Signature: _____
(if applicant is under 18 years of age)

PARENTAL CONSENT WAIVER:

If the applicant is under the age of 18, a parent/guardian must sign this section.

I (print) _____, grant permission for (print name) _____
_____ to volunteer at the Winnebago Public Library.

Date: _____ Parent/Guardian Signature: _____