



BERWYN PUBLIC LIBRARY

VOLUNTEERS AND COMMUNITY SERVICE:

Library volunteers play an important role in helping the Berwyn Public Library meet its goals of connection, inclusiveness, access and diversity. Children, teen and adult volunteers contribute their unique talents, skills, and knowledge in helping staff members with jobs suited to the volunteer's skills and abilities for short and long-term projects. Volunteers will not be used to replace the work done by paid library staff.

GENERAL PROVISIONS:

1. Volunteer is defined as any individual who assists with work done at the Berwyn Public Library without wages, benefits or the expectation of monetary compensation of any kind.
2. Volunteers are not eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.
3. Volunteers may be asked to serve at off Library property events and must provide their own transportation to and from the site.

TYPES OF VOLUNTEERS:

General Adult Volunteers:

The Berwyn Public Library offers a variety of volunteer opportunities for adults. Anyone is eligible to apply for general volunteer opportunities at the Library. Adults wishing to volunteer at the Berwyn Public Library must fill out an application online at [Volunteer application](#). Adult volunteers are required to complete a background check as part of the application process.

Teen and Youth Volunteers:

The Berwyn Public Library offers volunteer hours toward confirmation, Scouts, National Honor Society, class assignments or for job experience and college applications. Youth volunteers in grades 6 to 8 and Teen volunteers in High School can apply for volunteer opportunities at the Library by completing an online application [Volunteer application](#). Volunteers under the age of 18 must submit a parent/guardian consent form.

Court Ordered Volunteers:

Under certain conditions, the Berwyn Public Library offers individuals who are required to complete community service by the local court system the opportunity to perform part or all of their service at the Library provided their offense was nonviolent, non-theft related or a non-sexual nature. Completing community service hours at the library depends on individual circumstances and the availability of work during the time frame for completion of the required hours. The Library cannot commit to providing a certain number of hours by a certain deadline. You can complete a court ordered community service

application for consideration. [Court ordered community service](#) Background checks will be required if not performed by the court system prior to beginning service hours.

Internships

The Berwyn Public Library offers periodic internship opportunities. These internship positions can be invaluable learning opportunities for both the interns and the Library. The Library mentors library students through this program. Intern responsibilities may include shadowing professional staff, offering off-site story times, and/or gaining experience through working an information desk. Interns working with minors will be required to complete a background check.

VOLUNTEER EXPECTATIONS:

Volunteers are expected to:

1. Arrive to begin work as scheduled
2. Report any absence or late arrival to their supervisor.
3. Wear a volunteer ID badge during hours of service
4. Dress appropriately for working in a public service area
5. Refrain from using electronic devices (including cell phones) during service hours.
6. Follow all policies and procedures of the Berwyn Public Library.

LIABILITY:

The Volunteer Protection Act of 1997, which includes volunteers who act on behalf of public entities, provides that no volunteer of a public entity is liable for harm caused by an act of omission when volunteering on behalf of the entity. In order for a volunteer to be protected, the following requirements must be met:

1. The volunteer must have been acting in the scope of their responsibilities for the library.
2. Where appropriate or required, the volunteer must have been properly licensed, certified or authorized to perform the activity by state authorities.
3. The harm must not have been caused by willful, reckless or criminal misconduct, gross negligence or a conscious, flagrant indifference to the rights or safety of the individual who suffered the harm.
4. The harm must not have been caused by the volunteer's operation of a vehicle for which the state requires the vehicle's owner to possess a driver's license or to maintain insurance.