



SKOKIE
PUBLIC
LIBRARY

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SKOKIE PUBLIC LIBRARY VOLUNTEERS

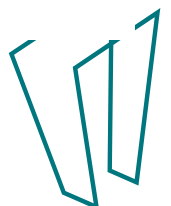
Skokie Public Library has a volunteer program for people who wish to donate their time and talents to enhance library services. Under the general supervision of the Assistant Director for Human Resources, volunteers provide supplemental and support services throughout the Library. The volunteer program was initiated in 1986 with the recruiting of persons who could extend service offerings of SALS (Skokie Accessible Library Services) by providing one-to-one assistance to some persons with disabilities. Many volunteers continue to participate in one-to-one reading, taping of local newspapers and other SALS programs under the direct supervision of Community Services.

Other volunteers work in all departments of the Library, assisting with clerical tasks, program support and assistance to users, under the supervision of a staff member in the department. Volunteers perform services which would be too costly for the Library to offer with paid staff (e.g. one-to-one reading), services for which they are uniquely qualified (e.g. translation assistance to catalogers) and general assistance with on-going tasks or special projects (e.g. large mailings, shelfreading, or preparing books for the used book sale), freeing staff to attend to other duties in a more efficient manner.

Volunteers may work in three ways:

- on a schedule with regular hours per week
- one-time large projects
- on-call basis

Volunteers are viewed as staff in many regards. Applications from volunteer applicants are taken and filed. When appropriate openings occur, applicants are interviewed for the volunteer position. Volunteers may also be recruited for positions. The volunteer is given a job description and receives both a general Library orientation and training for the specific job to be done. It is expected that a volunteer will make a commitment to an assignment and be reliable in meeting scheduled hours. Periodic evaluations by the volunteer and the supervisor help in assessment of the position and contribute to mutual job satisfaction. Time sheets are kept to record hours contributed by each volunteer. A Volunteer Manual includes procedures, job descriptions and forms.



The sole criteria for Skokie Public Library volunteers is suitability for the task required. The Library is accessible to those with disabling conditions. The Skokie Public Library is an equal opportunity employer.

The most valuable reward a volunteer receives is job satisfaction. Volunteering provides opportunities for personal growth. Members of the Skokie community experience the satisfaction of having an active share in an institution supported by their tax dollars. The Library expresses its appreciation by inviting volunteers to a special volunteer recognition function in the summer.

Each volunteer brings unique talents to work and broadens the pool of resources available to the Skokie Public Library. Volunteers strengthen the ties between the Library and its community, increasing public awareness of library services and providing feedback to Library staff. Volunteers make a positive difference in the service of the Skokie Public Library.

*Adopted by the Skokie Public Library Board of Trustees, September 13, 1995
Revised January 26, 2005*

