



Volunteer Policy

The Morton Grove Public Library accepts volunteers, ages 13 and up, to assist staff with a variety of tasks and activities throughout the Library.

The Library provides short- and long-term volunteer options on a limited or ongoing basis.

Volunteer candidates must first submit an application for, be accepted into, and receive initial training from the MGPL Volunteer Coordinator or his/her designee before being assigned volunteer duties. Volunteer applications are available online or in-person at the Morton Grove Public Library.

Adults, ages 18 and up, requiring court-ordered service hours can volunteer at the Library for the completion of a portion or total amount of required hours. Court ordered community service is not available for those aged 13-17 years.

Volunteers are vetted in a similar fashion to employees and are expected to act in accordance with all Library guidelines and policies.

If a volunteer is expected to drive, a copy of a valid driver's license and proof insurance are required and will be kept on file in the Administration Office.

Volunteers are supervised by paid Library staff. Volunteers are required to log hours served and wear ID badges provided by the Library while volunteering.

The use of individual volunteers is at the discretion of the Library, and the Morton Grove Public Library reserves the right to reject volunteer applications and/or terminate the services of the volunteer at any time.