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Policy Statement

The Powassan and District Union Public Library creates opportunities for community members to actively contribute to the Library’s vision of serving the evolving needs of our patrons and visitors. Volunteers enhance the Library and strengthen links to the communities we serve by participating in the operation of its programs and services, and contributing their knowledge, time, and expertise.

Definitions

A volunteer is a person who performs assigned tasks for the Library without expecting wages, benefits, or compensation of any kind, and are not considered Library employees. Volunteers do not substitute for or replace paid Library staff, but enhance and extend their services.

1. Recruitment & Retention

1.1 Opportunities for volunteer placements are identified by the Library CEO/staff or Board.

1.2 All potential volunteers will complete a *Volunteer Profile Form* and will be interviewed to determine their suitability, interest, and ability to undertake the volunteer position. In placing the volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer, and to the requirements of that particular position.

1.3 A “Volunteer of the Year” will be chosen by the Board annually, as part of *Library Week*, to officially recognize a volunteer for their contributions to the Library.

1.4 Volunteers will be covered by the Library’s liability insurance.

2. Task Assignment

2.1 Volunteer tasks may include but are not limited to:

- a) shelf reading and shelving
- b) delivery of materials to shut-ins
- c) customer service for Café/used book area
- d) maintenance of the used book area
- e) special projects
- f) care of library plants and gardens
- g) reading buddies
- h) computer assistance
- i) preparation for children's programs
- j) kitchen duties

2.2 Volunteers receive training to provide them with information on:

- a) knowledge and skills necessary to perform their volunteer assignment
- b) the operation of the program or service to which they are assigned
- c) the purpose and requirements of the assignment
- d) hazards that may be encountered

2.3 The minimum age requirement for volunteers is 14, unless approved by the CEO. For positions that require handling of money or supervision of children, volunteers must be at least 16 years of age and have completed a police check. Volunteers will not have access to any passwords or Library codes unless approved by the CEO.

2.4 Volunteers will be supervised by the Library CEO, or designated Library staff.

3. Volunteer Responsibilities

3.1 Volunteers are expected to comply with all Library policies, and in particular, conduct themselves in accordance to the *Library Code of Conduct* policy.

3.2 Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer, whether this information involves staff members, other volunteers, patrons, Board members, or other persons involved in the overall business of the Library. All volunteers will be required to sign the *Library Confidentiality Agreement* form.

3.3 All personal information about volunteers is collected for internal purposes only, in accordance with the Library's *Privacy Policy*. All *Volunteer Profile Forms*, which includes training requirements, will be maintained for all volunteers as part of their file. Additionally, a *Volunteer Hour Recording Form* will be completed and retained for each student volunteer. Student volunteer personnel files, as well as their hours will be kept for a period of 5 years, while all others will be destroyed after they are no longer active.

3.4 All volunteers must complete the online Provincial “Health and safety course” at <http://www.labour.gov.on.ca/english/hs/training/index.php> and obtain a police check for vulnerable population if over 16 years old.

Failure to comply with Library policies may result in immediate termination of volunteer duties and/or other corrective action.