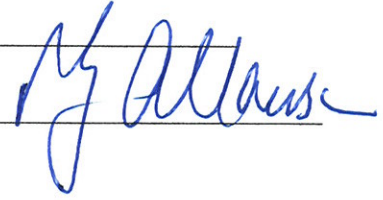


Grey Highlands Public Library - Volunteer Policy

Board motion number: 42-01 Date of review: _____

Date of original motion: 18/10/01 Chairperson's signature: _____



1. PURPOSE

Volunteers are recognized as contributors to the accomplishment of the vision of the Grey Highlands Public Library Board.

The Volunteer Program of the Grey Highlands Public Library creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community, serves as a method for area residents to become familiar with the Library and enhances the efforts of paid library staff.

It is recognized that volunteers enrich, but do not replace, the regular service offered by library staff.

2. DEFINITION

A volunteer is a person who performs tasks for the Grey Highlands Public Library without wages or benefits. Volunteers do not replace paid staff, but enhance and extend their services and volunteers are not considered as employees of the Library.

As well, volunteers may be:

- Individuals performing under Alternative sentencing Orders.
- Students required to perform community service as an educational requirement.
- Individuals under work programs provided by community health and social service agencies.
- Students requiring internships or cooperative placements.

A student volunteer program may be available at each branch. While the program is coordinated by the CEO, the individual Branch Heads will manage the project in their branch. The task performed will fall within the provisions of the Education Act. Students may use their volunteer hours to fulfill the community service requirement of the high school curriculum.

3. PROCEDURE

- 3.1 Opportunities for volunteer placements are identified by Library staff or the Board. The Library accepts the service of all volunteers with the understanding that such service does not constitute an

obstruction to or conflict with the provision of services to patrons or others. Volunteers agree that the Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment.

- 3.2 All volunteers are registered by completing an application form which will include date of application, name, address, telephone number, emergency contacts, day and time available, starting date, relevant education/experience and interests/skills.
- 3.3 Prior to being assigned to a volunteer position, all volunteers will be interviewed to ascertain their suitability for, interest in, and ability to undertake the position.. All volunteers will be made aware of the Library's rules and expectations. Library staff will show due diligence in determining the appropriateness of an assignment for any volunteer.
- 3.4 Volunteers do not replace paid staff. Volunteers will not be considered as employees of the Library. Volunteers shall not perform any task or duty for which a license or certification is required if the volunteer does not possess such license or certification
- 3.5 Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they may be exposed while serving as a volunteer whether this information involves single members of staff, board members, volunteers, patrons or other persons, or involves the overall business of the Library. Failure to maintain confidentiality may result in immediate termination of the volunteer, and/or other corrective action.
- 3.6 Each volunteer will have a specific paid staff member to whom he or she reports and with whom to discuss problems.
- 3.7 The Library will, upon request from the volunteer, provide a letter of reference to the volunteer when appropriate. In the event of an opening for a paid position within the Library, volunteers who apply for the position will be treated and evaluated on the same basis as all other external applicants.
- 3.8 Volunteers have liability coverage through the municipality while performing service for the library.
- 3.9 All personal information is collected for internal purposes only. Personnel files will be retained until the volunteer is no longer active with the Library.

4. TASKS THAT MAY BE PERFORMED BY VOLUNTEERS

- Shelving of books
- Shelf reading
- Emptying of Book-Drop/Check-In of library materials
- Delivery of material to shut-ins
- Special projects (e.g. golf tournament, book sales)
- Administrative functions including photocopying, folding, mail outs, displays, crafts etc.
- Light cleaning
- Care of library plants
- Program assistance
- Computer assistance
- Repairing materials
- Other duties as determined by the CEO/Branch Head