TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

Volunteer Policy

Board motion number: _17:32_____

Date of original motion: _April 16/09; Sept. 19/13_

Date of review: _June 21, 2017_____

Chairperson's signature: __Tracey Fitchett_____

The Volunteer Program of the Township of Georgian Bay Public Library serves many useful purposes:

- It creates opportunities for individuals to feel personal satisfaction
- It renders a valuable service
- It allows individuals to familiarize themselves with the library
- It supplements the efforts of the regular library staff

1. **Definition:**

   A volunteer is a person who performs tasks for the Township of Georgian Bay Public Library without wages, benefits, or compensation of any kind. Volunteers do not replace regular staff, but enhance and extend the services being offered. These may include:

   - Students performing community service as an educational requirement.
   - Work programs provided by Community Health and Social Service agencies.
   - Students requiring cooperative placements.
   - Individuals in the community.

2. **Requirements:**

   - Volunteers contribute to the accomplishment of the mission statement of the Township of Georgian Bay Public Library.
   - Each volunteer shall be made aware of the Library's policies and expectations.
   - Volunteers do not replace regular staff.
   - Each volunteer shall be assigned a staff member or designate who will be present for guidance and monitoring.
   - In the event of a staff opening, volunteers who apply for the position shall be treated and evaluated on the same basis as all other external applicants.
   - Liability for damages as a result of Volunteer services (with the exception of injury and damage as a result of accidents involving personal vehicles) is covered by the insurance policy of the Township of Georgian Bay Public Library.

- Volunteers will be informed of any hazardous material, practice or process that they may encounter while engaged in Library service.
- In order to maintain the Library as a safe haven in the community, the Library requires that all new employees and Volunteers must provide a <mark>Vulnerable Sector Police Check</mark> prior to working with the public. Volunteers who do not agree to do this check will be refused assignment.
- Volunteers will have access to Library property and materials necessary to fulfill their duties, and will receive training in the operation of any such equipment. Property and materials will be used only when directly required for Library purposes, and will not be removed from the site.
- Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a Volunteer, whether this information involves a staff member, Volunteer, customer or other person, or involves overall Library business.
- As representatives of the Library, Volunteers are responsible for presenting a good image. Volunteers will dress, behave and use language appropriately for the conditions and performance of their duties.
- The amount of time required for each volunteer position would be stated in the Volunteer Job Description.

3.   Procedures:

- Library staff or Board trustees can recommend volunteer placements to the CEO.
- All volunteers are registered by completing an application form, which includes a confidentiality statement. (Attachment 1)
- The CEO will conduct a formal interview and recommend action.
- Volunteers will receive regular feedback on their contribution to the organization.
- Volunteer personnel files will be retained by the CEO and non-active volunteer files will be kept for 1 year.
- Volunteers must be covered by their own vehicle insurance where their volunteer activity involves the use of a vehicle and are liable for their own parking tickets or fines related to traffic offences.

4. **Tasks that may be performed by volunteers**(This list is not inclusive):

- Shelving library materials
- Shelf reading
- Processing materials for the shelf
- Cataloguing of fiction and non-fiction
- Circulation check-in procedures
- Organization of donations for sale and assisting at sales
- Clean-up tasks in the database
- Special projects with a determined time frame
- Administrative functions including photocopying, folding, mail outs, displays, crafts, etc.