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*Your Community. Your Library.*

# POLICY

VOLUNTEERS

Board motion number: 28-15 (31 March 2015) Chair:_____

Introduction

The library is committed to making use of all available resources to further its goals. It has been demonstrated that volunteers can enrich library services and inform the public about library services. Within an effectively managed programme, volunteers can perform tasks efficiently and responsibly.

Policies

1. Volunteers shall only be used by the Library to enrich or expand library services, or to free skilled paid staff for other duties. Volunteers shall not be used to replace paid employees except in temporary emergency circumstances at the discretion of the CEO.

2. The chief executive officer shall be responsible for recruiting, interviewing, selecting, orienting, assigning, and terminating volunteers.

3. Each volunteer shall have a specific paid staff member to whom he or she reports and with whom to discuss problems.

4. Each volunteer shall be made aware of the library's rules and expectations.

5. In the event of an opening for a paid position on the library staff, volunteers who apply for the position shall be evaluated on the same basis as all other applicants.

6. A volunteer shall perform his or her duties in the library in the presence of at least one paid staff member or one member of the board, unless the CEO has determined over a period of time that the particular volunteer has the skills and expertise to work alone for periods of time.

7. When taking on the services of a volunteer or volunteers, the library shall take steps to ensure that appropriate coverage has been obtained for worker's compensation and liability.

8. All volunteer applicants shall be asked to complete an application form stating: date of application; name, address and telephone number; emergency contacts; days and times available; starting date; relevant education and/or experience; interests and skills.

9. Each volunteer selected to perform duties at the library shall be required to sign a volunteer agreement and shall be provided with a volunteer job description.

10. Volunteers must comply with the police check policy adopted by the Board.