



## Otonabee – South Monaghan Public Library

Policy Type: **Volunteer Policy**

Policy Number: VOL-01

Initial Policy Approval Date: 2008

Late Review/Revision Date: May 2013

Year of Next Review: 2023

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Volunteer Policy Statement

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

1. Volunteers shall only be used by the library to enrich or expand Library services or to free staff for other duties.
2. The Chief Executive Officer shall be responsible for selecting, interviewing, assigning, and terminating volunteers as specified by the Safe Step Volunteer Screening process recommended by Volunteer Canada.
3. Volunteers shall report to a staff member on duty upon arrival. Volunteers are encouraged to share ideas, or concerns with staff.
4. Volunteers shall be made aware of the Library's policies and expectations.
5. In the event of an opening for a position on the Library staff, volunteers who apply for the position shall be evaluated on the same basis as all other applicants.
6. When accepting the services of a volunteer or volunteers, the Library shall take steps to ensure that appropriate coverage has been obtained for liability insurance.
7. 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.
8. Volunteers selected to perform duties at the Library shall be required to sign a volunteer agreement and shall be provided with a volunteer job description.
9. All volunteers shall submit a police check upon assuming duties and or a Pardoned Sexual Offender Database check (vulnerable sector screen) if working with children or vulnerable adults. These checks are to be renewed every two years. Board members will be asked for police check upon appointment.