



North Grenville Public Library

Policy Type:	Volunteer	Initial Policy Approval:	May 13, 2010
Policy Title:	Volunteer	Last Review/Revision:	April 13, 2023
Policy Number:	VOL-01	Year of Next Review:	April 2027

The North Grenville Library creates opportunities for individuals to perform a valuable service to the community while supplementing the efforts of paid library staff. The Volunteer Policy provides direction on the recruitment, training and management of volunteers.

Volunteers are recognized as contributors to the accomplishment of the mission of the North Grenville Public Library (hereinafter referred to as the Library).

Section 1: General Parameters

1. The Library will limit the number of volunteers based on operational requirements.
2. Volunteers will only be used by the Library to enhance or expand library services and will not be used to replace paid employees. The principal areas of support are collection management, technical services and program delivery.
3. Every effort will be made to match volunteer ability to the opportunities available. However, the Library's over-all mandate must always take precedence and volunteer involvement may be restricted accordingly.
4. The Chief Executive Officer (CEO) will work with the staff in frontline services, technical services, and programming to select, interview, assign, on-board and terminate volunteers. The CEO will retain oversight and final responsibility for all Library volunteers.

1. All volunteers will receive an orientation to the Library and will be provided with necessary training for satisfactory volunteer performance.
2. A volunteer shall perform his or her duties in the Library in the presence of at least one paid staff member.
3. Each volunteer shall have a specific paid staff member to whom he or she reports and with whom to ask questions and discuss issues.
4. Volunteers are not covered by the Employment Standards Act, 2000 and are not covered by the Workplace Safety & Insurance Act, 1997. All volunteers associated with the Library are covered under the Municipality of North Grenville's liability insurance.
5. Volunteers should be covered by their own vehicle insurance where their voluntary task involves the use of a vehicle. Volunteers are advised to inform their insurance companies of their volunteer driving activities.

Section 3: Training and Expectations

1. A volunteer application form will be made available to interested members of the community. In some cases, arrangements for volunteers may be made through verbal agreements. In either case, a volunteer's personal and training information will be kept by the CEO in a secure document.
2. The Library's screening process will follow the guidelines specified by the Safe Steps Volunteer Screening steps recommended by Volunteer Canada.
3. The minimum age requirement for volunteers is fourteen. At the discretion of the CEO, further age restrictions may be imposed.
4. A Vulnerable Sector Police Check is required for volunteers 18 years of age and older, who will be working with library patrons, including volunteers who lead library programs. Exceptions may be made, for example, for performers or guest speakers, where a staff member will be present. The volunteer is responsible for paying the fee associated with a police check, but the library may make exceptions and pay the fee for those without the ability to do so.

Section 2: Volunteer Screening

6. As representatives of the Library, volunteers are responsible for presenting a good image to the community. Volunteers will adhere to the Library's dress code and the code of conduct. Volunteers will wear their volunteer identification badge while engaged in Library activities.
7. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer including respecting the privacy of all staff and customers. Failure to maintain confidentiality is grounds for immediate dismissal of the volunteer.
8. Special assignment volunteers may include the following:
 - a. Students participating in community service activities as an educational requirement
 - b. Individuals participating in work programs provided by community health and social service agencies
 - c. Individuals performing Alternative Sentencing Orders
 - d. Students requiring internships or cooperative placements (not paid)
 - e. Individuals referred by other volunteer programs

In each case, an agreement must be in effect with the organization, school or program from which the volunteers originate and must identify responsibility for management and care of the volunteers.

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

Signature of Chairperson: _____ 

Approved/Revised

- Approved: May 13, 2010
- Revised: November 10, 2022
- Revised: April 13, 2023

Related References

- Volunteer Canada Screening: <https://volunteer.ca/screening>
- *Employment Standards Act, 2000*: <https://www.ontario.ca/laws/statute/00e41>
- *Workplace Safety and Insurance Act, 1997*: <https://www.ontario.ca/laws/statute/97w16>

