

# CHATHAM-KENT PUBLIC LIBRARY

## Volunteer Policy

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### **Purpose:**

To define the role of volunteers within the Chatham-Kent Public Library (CKPL).

### **Background:**

The Chatham-Kent Public Library board recognizes and values the contribution volunteers make to the Library. Volunteers are an important liaison between the Library and the community. Volunteers can enhance and enrich Library services and therefore the Library accepts and encourages the involvement of volunteers within appropriate programs and activities.

### **Definition:**

A volunteer is a person who performs certain tasks for CKPL without wages, benefits, or compensation (including travel expenses) of any kind. The use of volunteers will not result in the reduction in employee hours or displacement of employees.

### **Volunteer Policy**

This policy applies to all individuals providing volunteer assistance to the Chatham-Kent Public Library. It should be noted that Library Board members in their capacity as trustees are Council volunteers and, as such, are not covered by this policy. This policy, however, will apply to those trustees interested in taking on additional responsibility as Library volunteers (e.g. home service deliveries, etc.).

### How to Apply:

- Volunteers must be at least 12 years old.
- Potential volunteers must complete an application form and a volunteer information form. These forms are available at all Library locations. This information will be protected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., 1990, chapter M56. All personal information is collected for internal purposes only.
- Each volunteer selected to perform duties at the Library shall be required to sign a confidentiality agreement.
- In accordance with the Municipality of Chatham-Kent's policy on Volunteer Criminal Reference Checks, all new volunteers who will be handling money or who will be volunteering with a vulnerable population will require a Criminal Reference Check. Forms are available at each library location. It is the responsibility of prospective volunteers to contact the Police Services Department to make arrangements to obtain this document. Prospective volunteers must then submit the forms to the library where they would like to volunteer. The Branch Library will then forward the form in a confidential manner to the Library Administration Office. CKPL will accept police checks, completed within one year.
- Friends of the Library members will not be required to supply a Criminal Reference check unless they will be volunteering with vulnerable populations or handling money.
- Vulnerable populations include children, seniors or people with developmental challenges.

- It is understood that Friends members who do not actively participate in events and support the Friends by purchasing memberships only will be exempt from requiring a Criminal Reference Check.
- Volunteers who provide episodic, single event, behind the scenes assistance at events that do not involve working with vulnerable populations as defined above or the handling of money do not require a Criminal Reference Check. (Example: A family member helps out moving boxes in preparation for a booksale)

Library Responsibility:

- Each volunteer will be interviewed to determine suitability, interests, and ability to undertake the position.
- Each volunteer will be made aware of the Library's rules and expectations.
- Each volunteer will have a designated staff contact person (a Coordinator or designate), to whom he or she reports and can discuss problems. The staff contact will be responsible for selecting, interviewing, assigning, providing feedback, and, when necessary, terminating volunteers.
- Volunteers may be terminated if sufficient appropriate tasks are unavailable.
- Breaking library rules or code of conduct or not meeting expectations can be grounds for dismissal.
- The Library reserves the right to limit the number of volunteer placements at any time.

Volunteer Responsibility:

- Library volunteers who drive in the course of their volunteer activities must supply annually to the Library Administration Office, proof that they hold a valid driver's licence and carry vehicle insurance.
- Volunteers must adhere to all CKPL policies and procedures.
- Volunteers are expected to accept direction from the designated staff contact.

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

This Volunteer Policy will be reviewed periodically.

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