

# **Chatham-Kent Public Library**

## **Volunteer Policy**

### **Purpose**

To define the role of volunteers within 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 benefit the Library by fostering public interest in the Library and encouraging personal growth for the Volunteer.

### **Definition**

A “volunteer” is a person who performs tasks for Chatham-Kent Public Library without wages, benefits, or expectation of compensation. Volunteers are not employees of the Library. Volunteers enhance and extend Library services and collections but they cannot replace paid Library employees. The minimum age requirement is 14 years of age.

Volunteers include, but are not limited to, residents wanting to support the Library by using their personal skill sets, students required to perform community service as an educational requirement, individuals participating in work programs provided by community health and social services agencies, individuals performing under alternative sentencing orders and students requiring internships or cooperative placements.

### **Volunteer Policy**

This policy includes all individuals providing volunteer assistance to CKPL as well as Library Board members interested in taking on additional responsibilities as Library Volunteers.

- Volunteer participation is a valued component of the operation of CKPL.
- The work of Volunteers must be of benefit to the Library and meet the needs and requirements of the Library.
- Police Clearance and Vulnerable Sector Check will be required for all Volunteers who work with vulnerable clients including children, youth and seniors.
- Successful candidates will be matched based on: suitability, interests, and ability to undertake the position.
- A list of duties will be reviewed with the Union.
- Due to the time and effort required to orient and train Volunteers a minimum commitment of 20 hours is required.

- Volunteers who do not adhere to the policies and procedures of the Library or who fail to satisfactorily meet the expectations of the volunteer assignment are subject to dismissal.
- The Library reserves the right to limit the number of Volunteer placements at any time.
- 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.

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Background Documents: Co-op Placement Policy, Friends of the Library Group Policy

For more information or alternative formats of this document, please email [cklibrary@chatham-kent.ca](mailto:cklibrary@chatham-kent.ca).