

Chatham-Kent Public Library

Volunteer/Co-operative Placement Policy

Purpose

To define the role of Volunteers, including Co-operative Placements, within Chatham-Kent Public Library (CKPL).

Background

CKPL is committed to providing opportunities for lifelong learning, making connections within the community and providing an environment for information and inspiration where learning can flourish.

Providing co-operative education and volunteer opportunities helps to build a stronger Chatham-Kent by building an engaged and educated community.

CKPL acknowledges that volunteer opportunities promote social inclusion, develop leadership skills, and support the Library's Vision, Mission and Values.

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. The Board also recognizes the importance of providing opportunities for students to have placements within the Library.

Definition

Co-operative Placement is associated with a course or certification program offered through High School, College and University and performs tasks for CKPL without wages, benefits or expectation of compensation.

Volunteer is a person who performs tasks for CKPL without wages, benefits, or expectation of compensation. Volunteers are not employees of the Library nor do they replace staff. The minimum age requirement is 14 years of age.

Types of Placements

This policy applies to all individuals performing work for the Library without financial compensation, including:

- Students requiring cooperative placements
- Students required to perform community service as an educational requirement

- Community members offering programs or services to the Library on a voluntary basis
- Individuals participating in work programs provided by community health and social services agencies,
- Individuals performing work under alternative sentencing orders

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. CKPL welcomes voluntary services of its staff provided that such work falls outside of their regular work duties and work hours, in accordance with the CKPL/CUPE 12.2 Collective Agreement. It is understood that co-op placements, like volunteers, are unpaid unless otherwise specified.

- Volunteer participation is a valued component of the operation of CKPL. The work of Volunteers and co-operative Placements must be of benefit to the Library and meet the needs and requirements of the Library.
- Volunteers and Co-operative Placements will not result in the reduction of hours or displacement of employees, as per the CKPL/CUPE 12.2 Collective Agreement.
- Successful candidates are matched based on suitability, interests, and ability to undertake the position.
- Due to the time and effort required to orient and train volunteers, a minimum commitment may be required.
- The Library reserves the right to limit the number of Volunteer and/or Co-operative Placements at any time.
- At no time will a volunteer be left unsupervised.
- Volunteers and Co-operative Placements are expected to accept direction from the designated staff contact.
- In accordance with co-operative education guidelines, the Co-op Placement will receive regular feedback on their progress and will be evaluated based on guidelines supplied by the schools or agencies. The assigned supervisor will complete the formal evaluation.
- Volunteers and Co-operative Placements who do not adhere to the policies and procedures of the Library, including health and safety requirements, or who fail to satisfactorily meet the expectations of the volunteer assignment are subject to dismissal.
- In the event of an opening for a paid position within the Library, Volunteers and Co-operative Placements who apply will be evaluated on the same basis as all other external applicants.

Volunteer/Co-operative Placement Requirements

A current (within the past 6 months) Police Record Check is required for all Volunteers over the age of 18. The Volunteer is responsible for paying the fee associated with a Police Record Check.

All Volunteers must complete mandatory Municipal training for volunteers.

Insurance

All Volunteers doing Co-operative Placements on Library premises are covered by CKPL's insurance policy for third party liability and are part of a shared commitment to foster a safe and healthy workplace. Volunteers are excluded from WSIB benefits under the Ontario Workplace Safety and Insurance Act.

Volunteers completing a co-operative education placement are covered by their institution, for example school board, college, university.

Volunteers delivering or picking up materials for Home Service customers must have their own insurance policy and are required to inform their insurance company about volunteering for CKPL and their duties.

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Background Documents: Friends of the Library Group Policy; Library Code of Conduct; Employee and Volunteer Criminal Reference Checks (municipal policy dated January 1, 2018); Volunteer/Co-op Placement Training Guide (municipal, dated Spring 2022)

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.