



## **Town of Pelham Public Library Policy**

### **Volunteers**

Scope: This policy is intended to outline the conditions and circumstances in which volunteers are used in the Pelham Public Library.

Approval Date: March 15, 2006

Replaces: Volunteer Policy, October 2000

Revision Date:

#### 1. Policy Intent:

This Pelham Public Library policy addresses the qualifications of volunteers, the circumstances under which they will be used and any legal requirements that must be met.

#### 2. Statement of Volunteer Purpose

A volunteer is one who donates time and effort to support the purpose, and activities of the Pelham Public Library. Volunteers enhance the work of paid staff and neither replace or supplant it.

The Pelham Public Library encourages the involvement of volunteers. Volunteers bring enthusiasm, considerable talent and a willingness to donate time and effort to our library services. Whether undertaking special projects or contributing to on-going programs volunteers assist the Library Board and staff to respond to increasing service and funding demands.

#### 3. Recruitment of Volunteers

Library staff will identify needs and determine how volunteers will be recruited. Volunteers will be asked to fill out an Application Form, which includes questions on skills, experience, and availability. An interview with the C.E.O. or Deputy will be arranged. Successful applicants will be provided with a written or verbal job description and a copy of this policy. Training will be provided as needed for assignments.

#### 4. Volunteer Conditions of Service

.1 Assignments will be for regular specified hours and/or events and subject to regular review.

.2 The application form and a record of assignments will be retained by the Library Administration until the volunteer is no longer active. Library staff approve logs for mandatory school hours.

.3 Volunteers will respect the confidentiality of privileged information to which they may be exposed and respect the privacy of all staff and patrons.

.4 Volunteers who do not adhere to the Rules and Procedures of the library or who fail to satisfactorily perform their assignments will be asked to leave. Volunteers should not undertake any activity they feel they cannot physically perform and are to advise the staff accordingly. Basic health and safety precautions are to be followed by volunteers.

.5 Volunteers are expected to be reliable in the performance of their volunteer duties. Volunteers will inform library staff of any impending absence or schedule changes as far in advance as possible.

.6 Business-like conduct and dress are expected at all times. Personal telephone calls are to be kept to emergencies.

.7 All library-related enquiries on the part of the public should be directed to staff.

.8 Volunteers should notify the C.E.O/Deputy CEO at least two weeks in advance of their resignation from the Volunteer Programme.

.9 Library volunteers may be asked to wear a name tag for identification purposes.

.10 Depending on their activities, volunteers may be reimbursed for out-of-pocket expenses such as mileage.

.11 Depending on their activities volunteers may come in contact with children, seniors and other potentially vulnerable members of the public. The Library Board and management reserve the right to request a Criminal Record Check acceptable to the Pelham Public Library from a volunteer prior to any task assignment.

## 5. Student Volunteers

.1 Only students aged 13 and or older will be considered for volunteer work.. Students may be younger if working with a parent also volunteering.

.2 The Ontario Ministry of Education incorporated 40 hours

of mandatory community service into the secondary school curriculum. Volunteer placements for students may be for part or all of the hours needed to fulfill this requirement, for smaller segments of required volunteer hours or simply out of volunteer interest

.3 Students are placed depending on the current needs and activities of the library.

.4 If the placement is for a required number of hours students will be advised to make arrangements with the library months in advance. Placement requirements may be fulfilled through a variety of tasks over several months.

.5 Interested students must submit an application to the Library before placement and undergo an interview.

.6 Students who are granted placements are subject to the rules and procedures governing all library volunteers.

.7 Duties assigned to student volunteers will be limited to and include such things as straightening books on shelves; washing shelves; grounds maintenance; assisting with, or participating in, programs or fundraising events, and other tasks which do not require the skills of trained library staff. Students under 18 will not take cash at sales unless paired with an older, experienced volunteer.

## 6. Unpaid programs

### .1 Co-op Students

The Pelham Public Library will accept no more than two placements, one of several weeks and one of several months, at one time. An interview with the co-op candidate will take place prior to any co-op placement. Co-op students may do the work of regular staff provided they have appropriate qualifications (such as several courses in an accredited library technician's program) and adequate training.

### .2 Social Service Placements

The Library may participate in a social service placement program provided that

.1 staff have the time to train and supervise the individual

.2 there are suitable tasks available

.3 the participating organization provides adequate oversight into the placement

Both co-op students and social service placements are subject to the same workplace rules as staff and volunteers.



LIBRARY

TOWN OF PELHAM PUBLIC

Volunteer Application Form

Questions? Pelham Public Library, Box 830 Fonthill, Ontario  
L0S 1E0. 905-892-6443.

Date \_\_\_\_\_

Name \_\_\_\_\_

Age: \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone number (Home) \_\_\_\_\_

(Business)

Work Experience

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer Experience

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special skills or Interests

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in volunteering at the Pelham Public Library?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Please indicate the amount of time you wish to volunteer.  
What time of day are you available ?

\_\_\_\_\_ 2-4 hours over a month?

\_\_\_\_\_ Morning

\_\_\_\_\_ 1-2 hours over a week?

\_\_\_\_\_ Afternoon

\_\_\_\_\_ Evening

\_\_\_\_\_ Saturday

Please list any allergies you may have: eg dust, grass

\_\_\_\_\_

Do you have any physical restrictions (eg limited mobility, bad back)

\_\_\_\_\_

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Personal information collected on this form is for internal purposes.  
Such information is collected under the authority of the Ontario  
Libraries Act 1984.