



Policy Type: Operational

Number: LIB-OP-53

Approved: June 15, 2022

Volunteer Policy

Next review: 2026

Purpose

This policy defines the roles and responsibilities of volunteers within the Huron County Library. The Library supports community volunteer participation in the operation of the library.

Definitions

A **volunteer** is a member of the community who agrees to undertake, without pay, a designated task that supports an organization sponsored activity.

Policy

1. Volunteer participation is under the direction and supervision of library staff in order to ensure the safety and security of clients, staff and volunteers.
2. Volunteers enrich and enhance library programs and service. Volunteers do not substitute for or replace paid employees.
3. Library staff may work in cooperation with recognized community organizations involved in recruiting, screening and placing volunteers.
4. Library policies apply to all volunteers in all programs, including activities that take place outside library facilities.
5. The Library’s liability insurance covers volunteers.
6. If a volunteer is driving as part of their duties, their insurance and any costs incurred (parking tickets, speeding tickets) are their own responsibility.
7. Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as volunteers, whether this information involves staff, volunteers, users or other persons, or involves overall library business. Failure to maintain confidentiality could result in immediate dismissal.
8. Volunteers must obtain approval from appropriate staff prior to taking any action or making any statement which might affect or obligate the library. These actions may include, but are not limited to, public statements to the media, lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations.
9. Tasks given to volunteers will be identified and supervised by library staff and approved by branch managers. Services will be staffed by volunteers only when such an arrangement will enhance the quality of library service.
10. Utilizing community volunteers at the library is encouraged but remains optional.

11. All volunteers 18 years of age and older are required to complete a Huron County Library application form and complete the criminal and vulnerable sector record check process (which is free for volunteers).
12. Volunteers under the age of 18 are considered Teen Volunteers. The minimum age requirement for volunteers is 14 years of age.
 - 12.1. For positions that require the handling of money or working directly with children, volunteers must be at least 16 years old.
 - 12.2. The Teen Volunteer's parent or guardian must sign the Teen's Volunteer application form to give permission for the child's service in the library.
13. Paid library staff members may volunteer at the library or for other cultural services (such as the Huron County Museum) providing that:
 - 13.1. the volunteer service is initiated by the staff person
 - 13.2. it is provided voluntarily
 - 13.3. it involves work that is outside the normal scope of duties and/or working hours for that staff person.
 - 13.4. Family members of paid staff are not be placed under the direct supervision of their family members who are employees.
14. All volunteers will be given an orientation and training as appropriate and relevant to the tasks, roles, responsibilities and expectations for the volunteer. This will include library policies and strategic goals.
 - 14.1. Providing this orientation and training is the responsibility of the Branch manager, or their designate, and is supported by the Programming and Community Engagement Coordinator.
 - 14.2. Screening, interviewing and selection of volunteers will follow a standardized process created by the Programming and Community Engagement Coordinator and led by Branch Managers. Interviews may be appropriate for longer term volunteer arrangements.
15. Volunteers will not work alone.
16. Volunteers are required to complete training mandated by legislation.
17. Volunteers are expected to maintain a professional level of behavior.
18. All volunteer placements begin with a 30 day probationary period.
19. Volunteer duties may shift as the needs of the library change, volunteers can always decline new assignments.

20. **Dismissal:** Volunteers who do not adhere to library policies and procedures or who fail to satisfactorily perform their assignments may be dismissed by Branch Managers or Administration staff.

Citations

Public Libraries Act, R.S.O. 1990, Chap. P 44

Related Documents

Donations Policy LIB-OP-52

Friends of the Library Policy LIB-OP-51

Book Sale Policy LIB- OP-50

Appendix A

Huron County Library

Volunteer Application Form

Are you interested in becoming an active volunteer? Your community and its library can benefit from your eagerness to help. You can help your library by:

- Delivering books to homebound patrons
- Assisting with pre-school storyhours and class visits
- Recycling materials for children’s crafts
- Helping at a book sale (and getting first pick!)

Each branch library has unique volunteer requirements and activities. Please complete this form and return to the circulation desk of your local library.

Select location where you would like to volunteer:

- | | | |
|----------------|---------|----------|
| Bayfield | Blyth | Brussels |
| Clinton | Exeter | Goderich |
| Hensall | Howick | Kirkton |
| Seaforth | Wingham | Zurich |
| Special Events | | |

Name: _____

Contact Information: _____

Best time to contact you: _____

Do you need community service hours for high school graduation? Yes No

Work experience (including volunteer experience):

Special interests/skills:

Why are you interested in volunteering at the library?:

When are you best available? (select all which apply):

Mornings

Afternoons

Evenings

Weekends

Can we contact you in the future about volunteer opportunities that fit the criteria above?

Yes

No

In case of emergency, please contact _____

Phone number _____