

CHATHAM-KENT PUBLIC LIBRARY

Volunteer Policy

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 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 certain tasks for CKPL without wages, benefits, or compensation (including travel expenses). The use of Volunteers will not result in the reduction in employee hours or displacement of employees.

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 the 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 the CKPL.
- The work of Volunteers must be of benefit to the Library and meet the needs and requirements of the Library.
- Volunteer Criminal Reference checks 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 negotiated with the Union and reviewed periodically.
- Due to the time and effort required to orient and train Volunteers a minimum commitment of 20 hours is required.
- Volunteers may be terminated due to lack of suitable work, inability to perform work, or if library rules or Rules of Conduct are broken.

- The Library reserves the right to limit the number of Volunteer placements at any time.
- Volunteers must adhere to all CKPL policies, procedures and guidelines.
- 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.

Subject: Volunteers			File Name: Policy – Volunteers			Drive: G		
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Author: T. Sharpe								
Policy Applies to: All volunteers including Friends Groups, Students								
Background Documents: Co-op Student Policy, Friends Group Policy								