

	VOLUNTEER POLICIES	Approved Motion: 2018-73
		Review Date: Nov. 15, 2018

Vol-1 Volunteer Policy

1. Rationale

The Volunteer Program of the Ramara Public Library creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community, serves as a method for area residents to become familiar with the library and supplements the efforts of paid library staff.

2. Definition

A volunteer is a library member, who is 14 years of age and older, and performs tasks for the Ramara Public Library without wages, benefits or compensation (*including travel expenses*) of any kind. Volunteers enhance and extend the services of staff.

3. Policy

- Volunteers are recognized as contributors to the accomplishment of the mission statement of the Ramara Public Library.
- The Library shall take steps to ensure that liability coverage has been obtained.
- Each volunteer shall be made aware of the Library's rules and expectations.
- Volunteers do not replace paid staff.
- Each volunteer shall have a specific paid staff member or volunteer coordinator to whom he or she reports.
- Each volunteer shall perform duties in the Library under the supervision of at least one paid staff member.
- In the event of an opening for paid position, volunteers who apply for the position shall be treated and evaluated on the same basis as all other external applicants.

4. Procedures

The need for volunteers is identified by the CEO & the board in consultation with the CEO.

All volunteers are registered by completing an application form, which includes two personal references and a confidentiality statement.

The CEO will conduct an interview, check references and recommend action.

Volunteers will receive regular feedback on their contribution to the organization.

Volunteers must be covered by their own vehicle insurance where their volunteer activity involves the use of a vehicle and are liable for their own parking tickets or fines related to driving offences.

Volunteers are accepted at the discretion of the CEO.

5. **Tasks That May Be Performed By Volunteers**

- Shelving
- Shelf reading
- Applying spine & bar code labels, and plastic jackets
- Sorting donated books
- Special library programs & projects (*e.g. story hour, book sales*)
- Administrative functions including photocopying, folding, mail outs, displays, crafts, etc.
- Computer training &/or assistance
- Other tasks as required