



Volunteer Policy

Reviewed and Approved: February 2024

PURPOSE

Volunteers are recognized as contributors to the mission of Lincoln Pelham Public Library. Volunteers are welcomed by the library to enrich and enhance library programs and services. Volunteers do not substitute for or replace paid staff.

Section 1: Scope

LPPL's Volunteer Program creates opportunities for individuals to gain skills and experience and 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 enables secondary school students the opportunity to fulfill community service requirements and understand library related professions. The policy applies to volunteers in all programs and services authorized by and undertaken on behalf of Lincoln Pelham Public Library.

Section 2: Responsibility for the program

1. The Fund Development, Event and Volunteer Coordinator, or designate, oversees and coordinates the volunteer program by:
 - a. planning for effective volunteer utilization
 - b. assisting staff in identifying productive and meaningful volunteer assignments
 - c. recruiting suitable volunteers
 - d. training staff to supervise volunteers effectively
 - e. managing corrective action of volunteers
 - f. tracking and evaluating the statistical data reflecting the contribution of volunteers to the library

- g. officially recognizing volunteers for their contributions
 - h. maintaining liaisons with other volunteer-utilizing programs and organizations in the community
2. A system of records is maintained for each volunteer. Volunteer records shall be afforded the same confidentiality as paid staff personnel records.
 3. The library will take responsibility for ensuring that liability insurance covers volunteers.

3. RECRUITMENT AND SELECTION

- 3.1. Opportunities for volunteer placements are identified and approved by senior staff. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in their volunteer assignment. Selection of volunteers who are immediate family members of staff or Library Board affiliation will be reviewed on a case-by-case basis by the CEO.
- 3.2. Student volunteers must be starting high school in the calendar year to 17 years of age.
- 3.3. Volunteers may participate in an interview. An orientation process will take place according to operational needs.
 1. Opportunities for volunteers are proposed by staff to the CEO and/or Director who will determine the position's requirements. They will consult with the Fund Development, Event and Volunteer Coordinator.
 2. Written volunteer proposals include a description of the volunteer assignment, duration of assignment, and a proposed start date. All staff should understand that successful recruitment of volunteers is enhanced by valuable and engaging volunteer work.
 3. Volunteer position descriptions are developed in consultation with staff before proceeding with recruitment.
 4. Volunteer position descriptions include a title, a summary of the assignment, a list of responsibilities, qualifications and benefits, any training requirements, the time commitment needed for the assignment, and the name of the staff supervisor to whom the volunteer reports.
 5. The library's volunteer position descriptions are reviewed and updated at least every three years, or as needed when volunteer position descriptions substantially change.

4. EXPECTATIONS

- 4.1. Volunteers do not replace paid staff. Volunteers shall not be considered as employees of the library. Volunteers shall not perform any task or duty which requires certification if the volunteer does not possess such license or certification.
- 4.2. Volunteers shall perform duties in the presence of at least one paid member of staff unless it is approved work outside the library premises.
- 4.3. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer. Failure to maintain confidentiality may result in immediate termination of volunteer duties and/or other corrective action.
- 4.4. Volunteers are expected to abide by all applicable Lincoln Pelham Public Library policies.
- 4.5. Volunteers in certain assignments may be asked to submit a Police Vulnerable Sector Check (PVSC). This cost will be reimbursed by the library should the volunteer be accepted for assignment. Potential volunteers who do not agree to the background check may be refused acceptance in the library's volunteer program.
- 4.6. Volunteers are excluded from WSIB benefits under the Ontario Workplace Safety and Insurance Act.
- 4.7. Volunteers must be covered by their own vehicle insurance where their assignment involves using a vehicle. Volunteers are responsible for their own parking violations and fines incurred during volunteer assignments.
- 4.8. Volunteers are required to complete training mandated by legislation. Additional library training may be available to volunteers relevant to their volunteer assignment.
- 4.9. Volunteers under the age of 18 shall have parental/guardian's consent.