

VOLUNTEER POLICY

Policy level: Library Board

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Date of Formal Board Approval: March 27, 2009

Review Date(s): April 25, 2013; November 14, 2019

Policy number: 2009-01

The Stormont, Dundas and Glengarry County Library values the important contribution volunteers make to the organisation. Volunteers make the SDG Library a better place, by contributing their expertise, knowledge, and time in addition to strengthening the link to the communities we serve.

The purpose of this policy is to outline the Library's expectations of volunteers within the Stormont, Dundas and Glengarry County Library.

Definition

A volunteer is someone who performs tasks for the Stormont, Dundas and Glengarry County Library without wages, benefits or expectation of compensation. Volunteers do not replace paid staff, but enhance and extend their services. Volunteers should be members of the Library in good standing unless approved by the Director of Library Services or designate.

Policy

1. All volunteers are required to complete a **Volunteer Application Form**. Potential volunteers will be interviewed to determine their suitability and interests.
2. Every effort will be made to match volunteer ability to the opportunity available. The Library's overall mandate, however, must always take precedence and opportunity for volunteer involvement may be restricted.
3. All volunteers will receive orientation and training in relation to their volunteer placement. Volunteers must sign a volunteer agreement that includes their responsibility to maintain the confidentiality of all privileged information they are exposed to while serving as a volunteer. Failure to maintain confidentiality could result in immediate dismissal.

4. The minimum age for volunteers is 14, unless approved by the Director of Library Services or designate. Volunteers 18 years of age or older may be required to provide a Criminal Reference Check at their own expense. If the Check is necessary, the cost will be refunded by the Library after the completion of three consecutive months of volunteer service.
5. The SDG Library may at any time, for whatever reason, decide to discontinue a volunteer's relationship with the Library or make changes to their volunteer assignment.
6. Volunteers will perform volunteer tasks under the supervision of at least one paid staff member.
7. Volunteers must be covered by their own vehicle insurance where their assignment involves the use of a vehicle. Volunteers are responsible for their own parking tickets and fines incurred during volunteer assignments.
8. SDG Library job postings are open to volunteers, who will be treated and evaluated on the same basis as all other external applicants.
9. Volunteers are expected to follow all Library policies and procedures. Volunteers who do not adhere to the policies and procedures of the SDG Library, or who fail to satisfactorily perform their assignments, may be dismissed.

Related Documents: SDG Library. [Volunteer Application Form](#); **Volunteer Agreement**