

TEMISKAMING SHORES PUBLIC LIBRARY VOLUNTEER POLICY

SUBJECT: Volunteer Policy
APPROVAL DATE: March 26, 2025
NEXT REVIEW DATE: 4th quarter 2027

POLICY NO: Per-25
MOTION NO: 2025-16

DEFINITIONS

A **volunteer** shall be considered as any individual, 18 years or older, who performs services for the library without compensation or expectation of compensation (beyond reimbursement for pre-approved specified expenses) and, who performs a task at the direction of, and on behalf of, the library.

A **student volunteer** shall be considered as any student between the ages of 14 years and 18 years old, who performs volunteer work, without remuneration.

STATEMENT OF PURPOSE

The Temiskaming Shores Public Library shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Staff or support fundraising and advocacy activities.
4. Volunteers are used by the library to enrich and enhance library programs and services, or to free skilled paid library staff for other duties. Volunteers do not substitute for or replace paid employees.

RECOGNITION

Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Individual, informal recognition of volunteers should be ongoing

GENERAL PROVISIONS

1. The policy applies to all volunteers in all programs, including activities that take place outside the library.
2. Nothing in this policy shall be deemed to create a contract between the volunteer or student volunteer and the Temiskaming Shores Public Library or City of Temiskaming Shores. Both the volunteer and the Temiskaming Shores Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

3. Neither the City of Temiskaming Shores nor the Temiskaming Shores Public Library will provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any WSIB benefits for any injuries sustained while functioning as a volunteer.
4. It shall be made clear to all potential volunteers that before working at the Library they may be required to submit to a Police Records Check or Vulnerable Sector Check which may be at the volunteers' expense. Current Police Record Checks and Vulnerable Sector Checks (within 6 months) will be accepted.
5. Prior to engaging in any volunteer activity, volunteers will be required to submit a Volunteer Application form, sign the Signature, Release of Information and Release of Liability form, and visit with the supervising librarian.
6. The library does not accept student volunteers under the age of 14, except as part of the Confirmation community hours program with the Catholic school board.
7. Volunteers using their personal vehicles to transport library materials or to implement off site library programs must sign a Volunteer Driver Form.
8. Volunteers will not perform any task or duty for which a license or certification is required if the volunteer doesn't possess such license or certification.
9. Volunteers will be asked to work on projects that are supportive of staff efforts. Examples include: Cleaning shelves, moving books, cleaning DVD's, helping to prepare for programs, shelf reading, sweeping sidewalks, photocopying, washing dishes and windows.
10. Volunteers are responsible for maintaining the confidentiality of all confidential information to which they are exposed while serving as volunteers, whether this information involves staff, volunteers, patrons or other persons, or involves overall library business. Failure to maintain confidentiality could result in immediate dismissal.
11. Volunteers have no authority to make statements or enter into agreements on behalf of the library.
12. Volunteers are responsible for presenting a good public image, and must dress appropriately for the conditions and performance of their duties.
13. Hours of volunteer service will be determined by the supervising librarian in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the Library if they will be absent.
14. In the event of an opening of a paid position on the library staff, volunteers who apply shall be evaluated according to the criteria mandated for the position.

Per-25

Related policies

Personnel policy-26 Retirement, Leaving, Gifts

(March 26, 2025)