The North Grenville Library creates opportunities for individuals to perform a valuable service to the community while supplementing the efforts of paid library staff. The Volunteer Policy provides direction on the recruitment, training and employment of volunteers.

1. The volunteer programme creates opportunities for individuals to perform a valuable service to the community while supplementing the efforts of paid library staff. Volunteers are recognized as contributors to the accomplishment of the mission of the North Grenville Public Library (the “Library”). The Library has the right to limit the number of volunteers based on operational requirements.

2. Volunteers shall only be used by the library to enhance or expand library services and not be used to replace paid employees. Every effort will be made to match volunteer ability to the opportunities available. However, the Library’s over-all mandate must always take precedence and this volunteer involvement may be restricted.

3. The Chief Executive Officer (the “CEO”) shall be responsible for selecting, interviewing, assigning and terminating volunteers. The Library’s screening process will follow the guidelines specified by the Safe Steps Volunteer Screening steps recommended by Volunteer Canada.

4. The minimum age requirement for volunteers is 14. At the discretion of the CEO, further age restrictions may be imposed.

5. All volunteer applicants shall complete an application. (Schedule A: Volunteer Application)

6. Police Record Checks (“PRC”) will be required for volunteers who work with vulnerable clients including children, youth and seniors. The volunteer is responsible for paying the fee associated with a PRC.

7. All volunteers will receive an orientation to the Library and will be provided with necessary training for satisfactory volunteer performance.

8. Each volunteer selected to perform duties shall be required to sign a volunteer agreement and shall be provided with a volunteer job description.
9. A volunteer shall perform his or her duties in the Library in the presence of at least one paid staff member.

10. Each volunteer shall have a specific paid staff member to whom he or she reports and with whom to discuss problems.

11. Volunteers are not covered by the Employment Standards Act, 2000 and are not covered by the Workplace Safety & Insurance Act, 1997 (WSIA). All volunteers associated with the Library are covered under the Municipality of North Grenville’s liability insurance.

12. Volunteers should be covered by their own vehicle insurance where their voluntary task involves the use of a vehicle. Volunteers are advised to inform their insurance companies of their volunteer driving activities.

13. As representatives of the Library, volunteers are responsible for presenting a good image to the community. Volunteers will adhere to the Library’s dress code and the code of conduct. Volunteers will wear their volunteer identification badge while engaged in Library activities.

14. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer. This includes respecting the privacy of all staff and customers. Volunteers are required to sign a confidentiality agreement as a condition of participation in the volunteer program. Failure to maintain confidentiality is grounds for immediate dismissal of the volunteer.

15. Special assignment volunteers may include the following:
   a. Students participating in community service activities as an educational requirement
   b. Individuals participating in work programs provided by community health and social service agencies
   c. Individuals performing Alternative Sentencing Orders
   d. Students requiring internships or cooperative placements (not paid)
   e. Individuals referred by other volunteer programs

   In each case, an agreement must be in effect with the organization, school or program from which the volunteers originate and must identify responsibility for management and care of the volunteers.

16. In the event of an opening for a paid position of the Library staff, volunteers who apply for the position will be evaluated on the same basis as all other applicants.
North Grenville Public Library

Volunteer Application Form - Schedule A

Date: ____________________

Name: ___________________________ Home Phone: __________ Work Phone: __________

Address: __________________________________________________________________________

Email: ____________________________________________________________________________

☐ I am 14 years of age or older   ☐ I am a student or other special service volunteer

When would you like to start volunteering? ___________________________________________________

List the weekdays and times you are available to volunteer:

_____________________________________________________________________________________

Please check your areas of interest:

_ shelving  _ office work (copying etc)  _ book sales

_ shelf reading/tidying  _ desk work with public  _ special events

_ computer training  _ home outreach  _ program assistance and prep.

_ processing of material  _ lifting and moving  _ flyers and signs

_ cleaning/dusting

Do you have a special skill or area of interest which you would like to offer as a volunteer?

_____________________________________________________________________________________

List your volunteer experience: (Attach a resumé if you have one available)

_____________________________________________________________________________________

_____________________________________________________________________________________

List your work experience: (Attach a resumé if you have one available)

_____________________________________________________________________________________

_____________________________________________________________________________________

Name and telephone number to contact in case of emergency
I understand that:

- confidentiality of library information is essential
- as a volunteer, I am not covered by the Workplace Safety & Insurance Act
- a Police Check is required 18 years and older (Volunteer must pay)
- there will be no payment for services; pre-approved expenses may be reimbursed
- reasonable notice should be given to Library staff for absence from a scheduled shift

Applicant Signature: ____________________________________________________________

Parent/Guardian Signature if volunteer is under the age of 16: ________________________

*Please note that applicants are contacted when there is a requirement to recruit new volunteers.*

*Send a completed copy to the Library CEO*