

# Volunteer Policy

## 1. Introduction – Purpose

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

### 1.1. Definitions

“Library” shall mean The St. Marys Public Library

“Board” shall mean the Library Board of the St. Marys Public Library

“CEO” shall mean the Chief Executive Officer of the St. Marys Public Library “Town” shall mean the Town of St. Marys.

“Volunteer” shall mean a person, 14 years of age or older, who performs tasks for the Library without remuneration. Exceptions to the age requirement may be made by the CEO. For greater certainty, this does not include those who volunteer for the Friends of the Library.

## 2. Principles – Recruitment and Screening

The Library adheres to the Town’s Corporate Volunteer Policy and benefits from the Town’s screening and referral procedures for volunteers. In addition, the Volunteers at the Library may include:

- students participating in community service activities as an educational requirement;
- individuals participating in work programs provided by community health and social service agencies;
- individuals requiring internships or cooperative placements; and
- individuals referred by other volunteer programs .

In each of the above cases, 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.

## 3. Additional Issues for Library Volunteers

Volunteers are expected to follow all applicable Library Policies. There is a Library Policy

on Privacy and Access to Information and this shall be reviewed.

In the event that a paid position becomes available, volunteers who apply for the position shall be treated and evaluated on the same basis as all other external applicants.

### **History**

Date of Latest Board Approval: November 2013

Date(s) of Revision(s): January 2003, April 2007

Date of next scheduled review: November 2016

### **Related Documents**

Privacy and Access to Information Policy

Town of St. Marys Corporate Volunteer Policy

Town of St. Marys Volunteer Handbook