
Smiths Falls Public Library



Policy Type: **Volunteer**

Policy Number: **VOL-01**

Policy Title: **Volunteers**

Policy Approval Date:
May 17, 2022

Last Review Date:

The volunteer program of the Smiths Falls Public Library creates opportunities for individuals to perform a valuable service for the community and supplement the efforts of paid library staff.

Definition

A volunteer is a person who performs tasks for the Smiths Falls Public Library without wages, benefits, or compensation (including travel expenses) of any kind. Volunteers do not replace paid staff, but enhance and extend their services, and are not considered as employees of the Library.

The Library accepts student volunteers participating in community service activities as an educational requirement as well as individuals participating in work programs provided by community health and social service agencies.

Requirements

The minimum age for volunteers is 14. Volunteers will be selected based upon their suitability to perform tasks. Volunteers who work with vulnerable individuals will be required to complete a Vulnerable Sector Check.

Termination

Volunteers agree that the Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library.

Liability

Volunteers must be covered by their own vehicle insurance where their voluntary activity involves the use of a vehicle and are liable for their own parking tickets and/or fines related to

driving offenses.

Orientation

Orientation will be provided to all volunteers. All volunteers will be supervised by Library staff.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all privileged information why they may be exposed to while serving as a volunteer.

Volunteer Information

All personal information is collected for internal purposes only. Personnel files will be retained until the volunteer is no longer active with the Library.

Policy Information

Volunteers are to receive a copy of the Volunteer policy upon commencement of their assignment.