



Richmond Hill Public Library Board

Volunteer Policy

1.0 Purpose

Richmond Hill Public Library's volunteer program creates opportunities for high school students to actively contribute to the Library's purpose, vision, and values. The Library welcomes volunteers to participate in the operation of the Library while performing a valuable service to the community. By doing so, volunteers become more familiar with the Library and supplement the efforts of paid staff. The Volunteer Policy provides direction for the management of volunteer resources within RHPL and establishes a consistent process and standard for the engagement of volunteers.

2.0 Scope

This policy applies to volunteers in all programs and services authorized by and undertaken on behalf of Richmond Hill Public Library, with the exception of the members of Richmond Hill Public Library Board and its committees.

3.0 Definition

Volunteer – a person who performs services for Richmond Hill Public Library without wages, benefits or expectation of compensation of any kind. Volunteers do not replace paid staff, but enhance and extend their services. They are not considered employees of the Library. The minimum age requirement for volunteers is 14 years.

4.0 Guiding Principles

Richmond Hill Public Library has established the following guiding principles for volunteers in the Library:

- Volunteers are not recruited to replace or displace employees;
- Volunteers and Employees will have distinct but complementary roles;
- Volunteers must have dedicated staff support and supervision;
- All opportunities for volunteer placements must be authorized by Managers.

5.0 Roles and Responsibilities

Volunteers are guided and bound by the same policies and procedures as Library staff.

RHPL's responsibilities to the volunteer:

- Provide an assignment that is of value to the volunteer;
- Provide orientation and training, including any training mandated by the Accessibility for Ontarians with Disabilities Act;
- Provide a safe work environment and explain safe operating procedures for all duties;
- Complete any required documentation pertaining to the volunteer's placement in a timely fashion;
- Develop and implement guidelines and procedures for the Volunteer Program.

Responsibilities of the volunteer:

- Report for the volunteer assignment as scheduled;
- Maintain the integrity of RHPL and the confidentiality of any information obtained while serving as a volunteer;
- Wear an identification badge at all times while volunteering.

6.0 Recruitment

Opportunities for volunteers are identified by staff on an as-needed basis and in accordance with program specifics.

Selection of volunteers is based on:

- Skills necessary to perform particular tasks or duties;
- Ability of the volunteer to commit to the schedule required for the tasks or projects;
- Capacity of the Library.

7.0 Terms

Richmond Hill Public Library reserves the right to dissolve the volunteer relationship if the volunteer:

- fails to represent the Library in a positive manner;
- does not adhere to the policies and procedures of the Library;
- fails to satisfactorily meet the expectations of the volunteer assignment;
- or their services are no longer required.

The Library's volunteer program is guided by section 3.4 of the *Collective Agreement between The Richmond Hill Public Library Board and The Canadian Union of Public Employees and its Local 905.24 Term of Agreement April 1, 2016 to March 31, 2020* which references high school volunteers and states:

“Such persons shall not be considered to be included in the bargaining unit and shall not give rise to any grievance pursuant to the terms of this Agreement, on the understanding that this will not result in the reduction of established hours or persons in the bargaining unit.”

8.0 Insurance

Volunteers are covered by the Town of Richmond Hill's policy for third party liability.

9.0 Completion of Volunteer Position

Richmond Hill Public Library does not provide references for volunteers in any capacity. The Library will provide a general letter verifying dates, hours and tasks performed.

In the event of an opening for a paid position within the Library, volunteers who apply for the position shall be treated and evaluated on the same basis as other external applicants.

10.0 Records

Personal information is collected for internal purposes only. All information is collected under the authority of the *Public Libraries Act, R.S.O. 1990*, for the purpose of delivering library service. All volunteer records shall be retained in accordance with the General Records and Personal Information Banks Policy.

Enriching your Connections, Choices and Community

Date of Approval: October 17, 2018	Motion #18.96
---	---------------