

PURPOSE

The purpose of a Volunteer Policy is to define the role of volunteers in Metro Kalyn Community Library and to establish guidelines for the recruitment, selection and conditions of work.

DEFINITION

A volunteer performs duties which contribute to the operation of the Library or the provision of library services, and is not paid a wage or salary for performing these duties.

ROLE OF VOLUNTEERS

1. The Library supports the concept of volunteerism, recognizes the important role that volunteers can play, and encourages their activities.
2. Volunteers will be used to assist in the operation of the Library and the provision of library services. The work of volunteers will complement the work of paid staff, volunteers will not be used to replace paid staff.

RECRUITMENT AND SELECTION

1. A job description will be developed for each volunteer position, outlining the duties and responsibilities of the volunteer. New uses of volunteers must be approved by the Board.
2. Potential volunteers will be interviewed, to ensure that the volunteer is suited to and qualifies for the position. If the volunteer is found to be unsuitable, he/she should be encouraged to consider other volunteer projects in the community.

CONDITIONS OF WORK

1. A staff member will be assigned to supervise each volunteer, and will be in regular contact with the volunteer.
2. Volunteers will carry out assigned duties in accordance with the bylaws, policies and procedures of the Library.
3. Volunteers will receive the necessary orientation and training to carry out their assignments.
4. The volunteer will be reimbursed for out of pocket expenses incurred in performing Library duties, with prior approval.
5. **During periods of pandemic, no volunteers will have access to the Library facilities.**

SUGGESTED DUTIES FOR LIBRARY VOLUNTEERS

1. Stamping out books at circulation desk
2. Shelving books
3. Tidying books on shelves
4. Tidying children's area if needed
5. Dusting books and washing shelves
6. Photocopying for the Library Manager
7. Assisting Library Manager with processing books (new and donated).
8. Stamping DISCARDED on books and cards that have been discarded by the Library Manager.
9. Collecting books from the drop box
10. Changing bulletin boards
11. Decorating Library i.e. Christmas, Valentines, Easter, Halloween, etc.
12. General housekeeping duties as required.

RECOGNITION

The contribution made by volunteers will be recognized through suitable awards, publicity and the inclusion in Library activities.

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| Revised: March 2020 Date for Review: March 2025 |
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