TAY TOWNSHIP PUBLIC LIBRARY

Port McNicoll * Victoria Harbour * Waubaushene

VOLUNTEER
POLICY # G-2020-19

The volunteer program of the Tay Public Library creates opportunities for community members to actively contribute to the library's vision of excellence in library service. The library welcomes volunteers to participate in the operation of the library while performing a valuable service to the community, becoming more familiar with the library and supplementing the efforts of paid staff.

Section 1: Scope

1.1. Volunteers are used by the library to enrich and enhance library programs and services, or to free paid library staff for other duties. Volunteers do not substitute for or replace paid employees.

1.2. The policy applies to all volunteers in all programs, including activities that take place outside the library.

Section 2: Eligibility for Volunteering

2.1 The term "volunteer" refers to a person who performs services for the library without compensation or expectation of compensation beyond reimbursement (including travel expenses) of any kind. Who performs a task at the direction of, and on behalf of, the library.

2.2 The library also accepts community members as volunteers who are participating in student projects, corporate volunteer programs, and other volunteer referral programs.
All volunteers will be approved at the discretion of the CEO.

2.3 Family members of paid staff are allowed to volunteer with the library but will not be placed under the direct supervision of their family members who are employees.

2.4 The minimum age requirement for volunteers is 14. For positions that require handling of money or supervision of children, volunteers must be at least 16 years of age. Otherwise volunteers will be recruited based on their suitability to perform a task on behalf of the library.

2.5 Volunteers shall only be used by the Library to enrich or expand library services, or to free skilled paid staff for other duties. Volunteers shall not be used to replace paid employees.

2.6 Opportunities for volunteer placements are identified by staff. The library accepts the service of any volunteer with the understanding that such service does not constitute an obstruction to or conflict with the provision of the library.

Recruitment & Assignment

Volunteer assignments at the Tay Public Library balance the needs of the library with the interests and abilities of our volunteers.

Section 3: Requests for Volunteers

3.1 Opportunities for volunteers are proposed by staff to the CEO.

3.2 Written requests include a description of the volunteer assignment and duration of assignment. All staff should understand that successful recruitment of volunteers is enhanced by creative and interesting jobs.

Section 4: Tasks that may be performed by Volunteers

4.1 Volunteers will not perform any task or duty for which a license or certification is required if the volunteer does not possess such license or certification.

4.2 Volunteer tasks may include but are not limited to:

a) shelf reading and shelving
b) delivery of materials to shut-ins
d) special projects or events
e) care of library plants and gardens
f) reading buddies
g) book sales
h) preparation for and assistance with children's programs
i) preparation for and assistance with adult's programs

Section 5: Recruitment & Assignment

5.1 Volunteers are recruited on a proactive basis with the intent of broadening and expanding the involvement of the community in their library.

5.2 Volunteers are registered by completing an application form, which includes a confidentiality statement. (Addendum A) Volunteers are interviewed to ascertain their suitability for, and interest in, an assignment prior to being assigned. The interview determines the qualifications of the volunteer and his/her commitment to fulfill the requirements of the assignment. The interview should also answer any questions that the volunteer has about the library and the assignment.

5.3 Volunteers will be required to submit a police records check. The CEO will provide the volunteer with the "Vulnerable Persons Screening Letter. This letter will be brought to the Southern Georgian Bay Detachment so that the detachment will provide the screening at no cost to the volunteer. Volunteers who do not agree to the background check may be refused placement. Police record checks will be conducted once and then every year after the volunteer will be asked to sign a letter verifying that nothing has changed. After every 5 years of continued service a new records check will be required.

5.4 No volunteer will begin their assignment until they have been officially accepted for that position and have completed all necessary screening as determined by the CEO. At the time of final acceptance, each volunteer must have submitted a volunteer application and a Waiver, Release and Indemnification Agreement.

5.5 Volunteers perform their duties in the presence of at least one paid staff member. Each volunteer will have a specific staff member to whom he or she reports and who will be responsible for day-to-day support and direction.

5.6 In the event of an opening for a paid position on the Library staff, volunteers who apply for the position shall be evaluated on the same basis as all other applicants.

Section 6: Orientation and Ongoing Training

Volunteers receive training to provide them with information on:

a) knowledge and skills necessary to perform their volunteer assignment
b) the operation of the program or service to which they are assigned
c) the purpose and requirements of the assignment
d) hazards that may be encountered
e) library rules and expectations.

Section 7: Dismissal

7.1 Volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily perform their assignments may be dismissed.

7.2 While on Tay Public Library property and/or while performing volunteer activities on behalf of the library, volunteers are expected to maintain a professional level of behaviour. If the behaviour of the volunteer is deemed to drop below acceptable standards, the CEO or supervisor will give a warning to the volunteer to improve performance. If the volunteer's performance has not improved during a given time period, the volunteer will be dismissed from the program.

7.3 Grounds for immediate dismissal include, but are not limited to:

a) insubordination
b) unwillingness or inability to support and further the mission of the library
c) theft of library property
d) illegal, violent or unsafe acts
e) abuse or mistreatment of library users or co-workers
f) smoking and vaping in unauthorized areas
g) being under the influence of alcohol and/or cannibis
h) being under the influence of, possessing, selling or otherwise being involved with illegal drugs
i) behaviour that would be construed as harassment

Section 8: Responsibilities of Volunteers

The Tay Public Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library. Volunteers should actively perform their duties to the best of their abilities, and remain loyal to the mission, policies and procedures of the library.

8.1. Volunteers are required to sign a "Tay Township Public Library Board Waiver, Release and Indemnification Agreement".

8.2. Volunteers are expected to adhere to the Library's Code of Conduct, all Library policies and procedures and all legislative requirements governing Library operations, including but not limited to the current **Municipal Freedom of Information and Protection of Privacy Act.** Failure to adhere to the Library's Code of Conduct, all Library policies, procedures, and all legislative requirements governing Library operations will lead to dismissal.

8.3. Volunteers should understand that the library may at any time, for whatever reason, decide to end the volunteer relationship. As well, the volunteer may at any time, for whatever reason, decide to sever his or her relationship with the library. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

8.4. When expecting to be absent from scheduled duty, the volunteer should inform his or her staff supervisor in advance so that a replacement may be found. Continual absenteeism will result in a review of the volunteer's placement.

8.5. Volunteers must refrain from making any statements, which might affect or obligate the library. All questions or inquiries should be redirected to the CEO. These actions may include, but are not limited to, public statements to the media, lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations.

8.6. Volunteers are responsible for presenting a good public image, and must dress appropriately for the conditions and performance of their duties. Volunteers must wear their volunteer identification badge while performing their assignments.

8.7. Volunteers must be covered by their own vehicle insurance where their assignment involves the use of a vehicle. Volunteers are responsible for their own parking tickets and fines incurred during volunteer assignments.

8.8 Community Service Volunteers who complete volunteer hours as a school graduation requirement will be accepted as long as there are appropriate volunteer activities for engagement at that time. A volunteer application form must be completed. Hours will be tracked. The CEO or supervisor will sign confirmation of the completed hours on the provided school form or via the schools approved online format.

VOLUNTEER APPLICATION FORM

Name: _____

Address: _____

Phone (H): _____ Phone (W): _____

Email Address: _____

Birthday (minimum age of 14 applies for all volunteers)
Day: _____ Month: _____ Year: _____

Contact person in case of emergency

Name: _____

Relationship: _____

Phone (H)_____ Phone (W)_____

Previous volunteer experience (what, where, when):

_____

_____

_____

Why are you interested in volunteering at Tay Township Public Library?

_____

_____

_____

References:

Name: _____ Phone: _____

Name: _____ Phone: _____

Where would you like to volunteer?
❑ Port McNicoll Branch
❑ Victoria Harbour Branch
❑ Waubaushene Branch

How frequently would you like to volunteer?
_____ hours per week _____ days per month

Please mark tasks that interest you.

❑ Shelving
❑ Straightening shelves
❑ Processing books (covering, stamping, labelling books)
❑ Library programmes
❑ Delivering library materials to shut-ins

I PROMISE TO HOLD CONFIDENTIAL ALL MATTERS THAT COME TO MY ATTENTION WHILE SERVING AS A VOLUNTEER FOR TAY TOWNSHIP PUBLIC LIBRARY

I WILL KEEP CONFIDENTIAL THE PRIVATE INFORMATION OF PERSONS WORKING IN AND USING THE LIBRARY

Signature: _____ Date: _____

Personal information collected on this form is for internal purposes only. Such information is collected under the authority of the Public Library Act 1984. Any questions about this collection should be directed to the Chief Executive Officer, 145 Albert Street, Victoria Harbour, Ontario L0K 2A0. Telephone: (705) 534-7248 ext. 401

ADDENDUM A

TAY TOWNSHIP PUBLIC LIBRARY BOARD

WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT

VOLUNTEER WORK

NAME OF PARTICIPANT: _____ AGE: _____ SEX: ____

ADDRESS: _____

IN CONSIDERATION OF acceptance of this entry or my being permitted to take part in the Volunteer Work,

I HEREBY RELEASE and agree to save harmless and indemnify the Tay Township Public Library Board, its employees, organizers, officials, servants, agents and representatives from and against all claims, actions, costs, expenses, and demands in respect to death, injury loss or damage to my person or property, howsoever caused, arising out of or in connection with my taking part in Volunteer Work, and notwithstanding that same may have been contributed to or occasioned by the negligence of the said Tay Township Public Library Board, its employees, organizers, officials, servants, agents and representatives.

I AGREE TO SAVE HARMLESS AND INDEMNIFY the Tay Township Public Library Board, its employees, officials, servants, agents and representatives from and against all claims, actions, costs, expenses, and demands in respect to death, injury loss or damage to third parties and their property, caused by my negligence or caused by me in any way, arising out of or in connection with my taking part in Volunteer Work.

IT IS UNDERSTOOD and agreed that this agreement is to be binding upon myself, my heirs, executors, administrators and assigns.

IN WITNESS WHEREOF I have hereunto set my hand and seal this _____

Day of _____.

_____ _____

Witness' Signature Participant's Signature

Date

Ontario Provincial Police
Southern Georgian Bay Detachment
16864 Hwy 12
P.O. Box 250
Midland, ON
L4R 4K8

Attention: Detachment Commander
Re: Vulnerable Persons Screening

As the authorized representative of a person or organization that is responsible for the wellbeing of one or more children or vulnerable persons as defined in section 6.3(1) of the Criminal Records Act (Act), I hereby request that the Ontario Provincial Police Conduct a search for vulnerable sector screening and include a search of the Pardoned Sex Offender Database, pursuant to s. 6.3 of the Act with respect to the following individual(s).

_____[name of volunteer]_____ who will be volunteering and providing onsite service/reference help, technical instruction and programming to local youth at all branches of Tay Township Library.

Sincerely,

Name
Chief Executive Officer
Tay Township Public Library
Email
Phone Number

Volunteer Name
Street Address
City, ON Postal Code
Date

Recipient Name
Chief Executive Officer
Tay Township Public Library
145 Albert Street, PO Box 158
Victoria Harbour, ON L0K 2A0

Dear Recipient Name:

Please accept this letter as my annual written verification that there has been no change to my criminal records history as initially provided to Tay Township Public Library by the Ontario Provincial Police Southern Georgian Bay Detachment.

Sincerely,

Volunteer Name