

Friends of the Library Volunteer Policy

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Policy Category:	Operations
Approved by:	Oakville Public Library Board
Accountability:	CEO or designate
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Purpose

The Oakville Public Library (OPL) supports a volunteer group, Friends of the Library (FOL), which supplements the efforts of paid library employees, enhances services to the public, and organizes/executes a variety of fundraising events on behalf of OPL. The FOL creates opportunities for community members to actively participate in fundraising for the Library, and welcomes their extended knowledge, talents, and skills.

Scope

This policy specifically applies only to FOL volunteers, and excludes the OPL Board and OPL's program and services volunteers.

This policy applies to all FOL volunteers performing work for the Library without wages, benefits, or expectation of compensation of any kind, including but not limited to:

- FOL Committee Chair
- FOL Committee
- Donation Sorters
- Book Sale Volunteers
- Students completing community hours requirements/placements/internships
- Individuals referred by social service agencies/institutions
- Individuals engaging in philanthropy on behalf of OPL
- Designated FOL event staff

FOL volunteers do not replace or displace library employees. Volunteer tasks are such that they can be performed satisfactorily with reasonable in-house training.

Policy Statement

- It is the policy of the OPL to support a FOL group to enhance and enrich the services which OPL provides to the community. This is done by actively engaging members of the community who wish to support the Library's vision, mission and values and contribute to their community through volunteerism.
- FOL volunteers do not replace paid employees and shall not be considered library employees.
- FOL volunteer placements are identified by FOL committee members. These placements are not permanent and will be reviewed and revised according to the needs of the FOL group.
- The minimum age for volunteers is 14 years, however some volunteer positions require volunteers to be at least 18 years of age.
- All FOL committee volunteers will be recruited and undergo a formal screening process, including in-person interviews and potential reference checks. Acceptance into a volunteer position is not automatic.
- FOL volunteers are guided and bound by the same [policies and procedures](#) as library employees. OPL can discontinue the service of FOL committee members or volunteers who do not adhere to the policies and procedures of the library, or who fail to satisfactorily meet the expectations of their volunteer assignment.
- All library volunteers are covered by the Town of Oakville's insurance policy for third party liability. Volunteers are excluded from WSIB benefits under the Ontario Workplace Safety and Insurance Act.