

Volunteer Policy

Policy Number:	OP-004
Policy Category:	Operations
Approved by:	Oakville Public Library Board
Accountability:	CEO or designate
Approval Date:	
Effective Date:	
Next Review Date:	2028
Supersedes:	Policy dated May 29, 2014 (Motion # 14.05.52)

Purpose

The Oakville Public Library (OPL) supports a volunteer program that supplements the efforts of paid library employees and enhances services to the public. The volunteer program creates opportunities for community members to actively participate in the operation of the library, welcoming the extended knowledge, talents and skills of volunteers.

Scope

This policy applies to volunteers in all programs and services authorized by and undertaken on behalf of the library, with the exception of the OPL Board and the volunteers and members of the Friends of the Oakville Public Library (FOL).

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

- Students completing community hours requirements/placements/internships;
- Individuals referred by social service agencies/institutions;
- Community members delivering books and other materials to homebound customers;
- Community members assisting in the delivery of programs or events to library customers on a voluntary basis.
- Individuals engaging in philanthropy on behalf of OPL.

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 volunteer program to enhance and enrich the services which it 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.

Recruitment

- Volunteers do not replace paid employees and shall not be considered as library employees.
- Opportunities for volunteer placements are identified by library employees. These placements are not permanent and will be reviewed and revised according to the needs of the library.
- All volunteers will undergo a formal screening process, including in-person interviews and reference checks. Acceptance into a volunteer position is not automatic.

Eligibility

- The minimum age for volunteers is 14 years, however some volunteer positions require volunteers to be at least 18 years of age. All volunteers ages 18 and up must obtain a Police Vulnerable Sector Check, for which the fee will be reimbursed by the library.
- Volunteers ages 18 and older will need to provide a police record check prior to the commencement of their volunteer placement. The volunteer placement will specify which type of Police Check is required, either a Criminal Record Check (CRC) or Vulnerable Sector Check (VSC). Volunteers ages 18 and older who will work directly with or in the vicinity of vulnerable persons, will be required to provide a Vulnerable Sector Check (VSC).
- OPL will reimburse accepted volunteers for the cost of police record checks that are obtained as a requirement of the volunteer placement. Volunteers will be required to provide a copy of the payment receipt as part of the reimbursement process and will only be reimbursed for the level of police required check that was required. A police record check previously obtained shall be deemed acceptable for the purpose of this requirement if it was issued within six months of being presented for review.
- ~~All volunteers will be recruited and undergo a formal screening process, including in-person interviews and reference checks. Acceptance into a volunteer position is not automatic.~~

Responsibilities

- Volunteers are guided and bound by the same policies and procedures as library employees. OPL can discontinue the service of 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.