



Meaford Public Library

Volunteers

Policy-17

April 2025

The Meaford Public Library (library) is committed to making use of all available resources to further its goals. Volunteers can enrich library services and inform the public about library services. Within an effectively managed program, volunteers can perform tasks efficiently and responsibly.

Volunteer assignments at the Meaford Public Library balance the needs of the library with the interests and abilities of our volunteers. Volunteers do not supplement the library staff; they assist the library employees. A volunteer is not financially compensated.

This policy applies to all volunteers, including activities that take place outside the library's primary facility.

Section 1: General Requirements

1. Volunteers must be 13 years of age or older.
2. Volunteer records shall be given the same confidentiality as paid staff personnel records.

Section 2: Recruitment and Assignment

1. All volunteer applicants must complete an application form package.
2. Family members of paid staff can volunteer with the library but will not be placed under the direct supervision of their family members who are employed by the library.
3. A reference check may be requested.
4. Volunteers in certain assignments will be asked to submit a Police Vulnerable Sector Check (PVSC). The cost will be reimbursed by the library.
5. Each volunteer selected to perform duties at the library shall be required to sign a volunteer waiver, a confidentiality form, and will be provided with the name of their library supervisor to whom they report.

6. Designated staff members will select, interview, and assign each volunteer with tasks.
7. Each volunteer shall be made aware of the library's rules and expectations. Volunteers are required to complete training mandated by legislation, including health and safety courses. Training will also include a library building orientation by designated library staff. Orientation will include emergency preparedness and workplace safety rules. Volunteers will also receive training with information on the knowledge and skills necessary to perform their volunteer assignment; the operation of the program or service to which they are assigned; the purpose and requirements of the assignment; and any health and safety hazards that may be encountered during the course of the assignment.
8. The library shall take steps to ensure that appropriate coverage has been obtained for Workers' Compensation and liability.
9. A volunteer shall perform their duties in the library with at least one paid staff member present. Volunteers are not to have other people assist them with their volunteer duties who have not been formally recognized and trained as a library volunteer by library staff.

Section 3: Recognition

1. The assistance of volunteers will be recognized on an ongoing basis. Letters of reference will be provided upon request when appropriate.

Section 4: Dismissal

1. Volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily perform their assignments will be relieved of their duties.

Related documents:

Meaford Public Library, ***Volunteer Application Form***

Meaford Public Library, ***Waiver for Library Volunteers***

Municipality of Meaford, ***Volunteer Confidentiality Statement***

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