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BRAMPTON LIBRARY

Volunteer Policy

1. Rationale

The Volunteer Program of the Brampton Library creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community; serves as a method for area residents to become familiar with the Library; and supplements the efforts of paid library staff.

2. Definition

- A volunteer is a person who performs tasks for the Brampton Library without wages, benefits, or compensation (including travel expenses) of any kind.
- Volunteers do not replace paid staff, but enhance and extend their services, and are not considered as employees of the Library.

3. Policy

- I. Volunteers are recognized as contributors to the accomplishment of the mission of the Brampton Library.
- II. Volunteers do not replace paid staff. Volunteers shall not be considered as employees of the Library. Volunteers shall not perform any task or duty for which a certification is required if the volunteer does not possess such license or certification.
- III. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer whether this information involves single members of staff, volunteers, customers, or other persons, or involves the overall business of the Library. Failure to maintain confidentiality may result in immediate termination of volunteer duties and/or other corrective action.
- IV. Each volunteer shall participate in orientation.
- V. Each volunteer shall perform duties in the Library in the presence of at least one paid staff member or one member of the Board.
- VI. The Library shall take steps to ensure that all volunteers have obtained liability coverage. Volunteers must be covered by their own vehicle insurance where their voluntary activity involves the use of a vehicle and are liable for their own parking tickets and/or fines related to driving offenses.

- VII. The Library will, upon request from the volunteer, provide a letter of reference to the volunteer when appropriate.
- VIII. In the event of an opening for a paid position within the Library, volunteers who apply for the position shall be treated and evaluated on the same basis as all other external applicants.
- IX. Opportunities for volunteer placements are identified by senior staff or Board. The Library accepts the service of all volunteers with the understanding that such service does not constitute an obstruction to or conflict with the provision of services to customers or others. Volunteers agree that the Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment. Volunteers may not be appointed if a member of their immediate family is already a paid staff member or Library Board Member. The CEO, at her discretion, may overlook this consideration in light of the task to be performed, the duration and the desired outcome.
- X. The minimum age requirement for volunteers is 14. Otherwise, volunteers will be recruited based on the suitability to perform a task on behalf of the Library.
- XI. Prior to being assigned to a volunteer position, all volunteers will be interviewed to ascertain their suitability for, interest in, and ability to undertake the position. In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer, and to the requirements of that volunteer position. The Library reserves the right to show due diligence in determining the appropriateness of an assignment for any volunteer. When demand for student volunteer opportunities exceeds the number of opportunities available, preference will be given to students residing in Brampton or attending school in Brampton.
- XII. All personal information is collected for internal purposes only. All information is collected under the authority of the Public Libraries Act 1984. Personnel files will be retained until the volunteer is no longer active with the Library.
- XIII. All volunteers are required to complete an application form and sign a volunteer waiver form. Additional documentation may be required by the Library.
- XIV. All volunteers are required to provide a satisfactory Policy Records Check from Peel Regional Police.
- XV. Volunteers are to receive a copy of the Volunteer Policy upon commencement of their assignment.

This policy will be reviewed annually.

Procedure(s):

- 25-30-40 Volunteer Service Programs
- 25-30-20 Homebound Service