

CORNWALL PUBLIC LIBRARY POLICY AND PROCEDURES

Policy Category: Administrative

Policy Title: Volunteers

Effective date: June, 2009

POLICY STATEMENT

A volunteer is someone who performs tasks for the Cornwall Public Library without wages, benefits or expectation of compensation, beyond reimbursement of mileage. Volunteers can enrich library services and inform the public about the library. Cornwall Public Library values the important contribution volunteers make to the organization.

REGULATIONS

- 1) 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) All volunteer applicants shall be asked to complete a Volunteer Application Form.
- 3) Volunteers are members of the Library in good standing.
- 4) The Chief Executive Officer or delegate shall be responsible for selecting, interviewing, assigning, and terminating volunteers. Every effort will be made to match volunteer ability to the opportunity available. The Library's overall mandate, however, always takes precedence and opportunity for volunteer involvement may be restricted.
- 5) Each volunteer shall have a specific paid staff member to whom he or she reports.
- 6) All volunteers will receive orientation to the organization and will be provided with the necessary training for satisfactory performance, including relevant instruction in Health and Safety practices, acceptable dress, and Customer Service training.
- 7) 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.
- 8) Volunteers are responsible for their own liability coverage and for their own parking tickets and/or fines.

- 9) Each volunteer selected to perform duties at the Library shall be required to sign a volunteer agreement which includes a confidentiality clause and shall be provided with a volunteer job description. Failure to maintain confidentiality will result in immediate termination.
- 10) It is the Library's policy to request a Criminal Records Check performed during the past 12 months for any opportunity which requires a direct relationship between a Library volunteer and clients who may be deemed vulnerable (i.e. children's programs or seniors involved in the Homebound program).

Cornwall Public Library will reimburse the cost of Criminal Record Check for a volunteer if the applicant meets all the volunteer screening criteria, the Criminal Record Check is returned clear, and the individual fulfills a minimum 3 month time commitment. Proof of a clear Criminal Record Check may be required annually.

- 11) 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 are subject to dismissal.

Approved by the Cornwall Public Library Board

Date: 30 April, 1996 revised February 28, 2006, revised June 30, 2009

CORNWALL PUBLIC LIBRARY

Contract for Volunteer Services

As a Volunteer, I fully understand and agree to the following:

- 1) I agree to hold harmless the Library from all claims, demands, causes of action, loss, costs or damages that the Library may suffer, incur or be liable for in relation to any injury or property damage I may suffer or cause in connection with my participation as a volunteer. I hereby release, waive, and discharge the Library from all liability to my heirs, executors, administrators, and assignees for all loss or damage and any claims or demands for such loss or damage on account of injury to person or property.
- 2) I understand the Ontario Workplace Safety and Insurance Act does not apply to volunteers, and that as a result I am not entitled to make any claims for compensation pursuant to the Ontario Workplace Safety and Insurance Act.
- 3) Pursuant to Section 39(1) of the *Municipal Freedom of Information & Protection of Privacy Act 1989*, I authorize the Library to verify all information and/or dates contained in my application including contacting the persons listed for the purpose of obtaining personal references and any data contained in my personnel file.
- 4) Except as authorized, I will not disclose, release or make use of any confidential or personal information that has been shared with, or acquired by me as a volunteer.
- 5) I will not receive any remuneration, salary, wage, payment or any employee benefits whatsoever, and I understand that there is no employment relationship as a result of my volunteer activity. Further I understand that the Library may at its sole discretion reassign me or terminate my services as a volunteer, without notice or compensation.
- 6) I will provide a criminal record check performed within the past 12 months upon the submission of my volunteer application form.
- 7) I have read and understood the Library's Volunteer Policy and agree to abide by the conditions therein.

CORNWALL PUBLIC LIBRARY
Contract for Volunteer Services

Signature of Volunteer: _____ Date: _____

Witness: _____ Date: _____

If under 18 years of age, a parent or legal guardian is also required to sign.

I hereby certify that I am the parent/legal guardian of : _____

Parent's signature: _____ Date: _____

Cornwall Public Library
Volunteer Application

Name:

Address:

Telephone (home):
Telephone (office):

Education:

Work/Volunteer experience:

Special skills and interests:

Volunteer work desired:

Days and times available:

Reason for volunteering:

Emergency contacts:1)

2)

Date of application:

Possible starting date:

Cornwall Public Library
Volunteer Application

Please provide three references.

1. Name:

Address:

Phone:

Relationship:

2. Name:

Address:

Phone:

Relationship:

3. Name:

Address:

Phone:

Relationship:

Please provide a criminal records check performed within the past 12 months
with this application.