

RAINY RIVER PUBLIC LIBRARY

Category: PERSONNEL		Number: PE12
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Date: September 19, 2017	Authorized by:	

This policy governs the library's use of volunteers.

1. The library welcomes the contribution of volunteers. Volunteers are expected to adhere to the library's Staff and Patron Safety policy and, in most respects, will be treated as employees.
2. Any library member in good standing may volunteer, so long as he or she is at least 14 years of age. A potential volunteer must complete a written application form. Legal minors must have the authorization of a caregiver to volunteer.
3. Volunteers shall be supervised at all times by a professional library staff member.
4. Volunteers at the Rainy River Public Library may undertake any or all of the duties shown below:

Task	Brief Description
Book Sale	Assisting at library book sales by packing or unpacking materials, keeping sale materials in order
Collecting Statistics During "Typical Week" (Nov.)	Keeping a count of requested activities for the Ontario Ministry of Tourism and Culture. Items usually include number of patrons entering library, in-library materials use, etc.
Finish Processing	Getting new items ready for use – may include adding barcodes, labels, tape, property markings, date stamps, etc.
Internet Assistance	Helping patrons with basic computer-related inquiries, such as accessing webmail accounts and printing
Introduction to Library Services	The opportunity to learn about current library services and programs, including databases and ebook readers.
Inventory	Assisting library staff in completing inventories of library materials and supplies
Light Housekeeping	Watering plants, vacuuming, dusting, wiping down high-traffic areas
Mail	Taking library mail to or from the post office
Patron Orientation	Directing patrons to sections of the library, as requested
Promotions	Assisting with the creation and distribution of promotional materials
Shelf-Reading	Ensuring items in the stacks are in the correct call number order
Shelf-Shifting	Moving materials between shelves to ensure best fit
Shelving Materials	Return checked-in items to the stacks
Shut-In Program	Delivering materials to and from patrons registered for the library's Shut-in service
Social Media	Uploading pre-approved text to the library's social media pages using standard tools (such as HootSuite)

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5. Volunteers may not undertake any of the duties shown below:

Use of the Integrated Library System (ILS), including accessing patron or circulation records	Handling cash (Friends of the Library volunteers excepted)
Cataloguing library materials	Answering complex patron inquiries
Sending or receiving interlibrary loan requests	Any other activity requiring professional library training

6. Volunteers are subject to the library's Freedom of Information and Protection of Privacy Policy and must complete a privacy waiver before beginning to volunteer.
7. Volunteers are required to submit a Criminal Reference Check (including Vulnerable Sector Screening) at their own expense before beginning to volunteer.
8. Students are permitted to volunteer to complete their 40 hours community service commitment for the Rainy River District School Board. The student is required to confirm all necessary arrangements with the school administration, and the library accepts no responsibility or liability for these arrangements. Students must verify library activities are eligible for community service commitments.
 - a. Only one 40-hour student volunteer is accepted per school term, unless authorized otherwise in writing by the CEO.
 - b. For library statistical purposes, students must supply all records required to verify volunteer hours worked.
9. Students are permitted to volunteer for co-operative education courses for school credit at the Rainy River District School Board. The student is required to confirm all necessary arrangements with the school administration, and the library accepts no responsibility or liability for these arrangements. Students must verify library activities are eligible for co-operative education commitments.
 - a. Only one co-op student volunteer is accepted per school term.
 - b. For library statistical purposes, students must supply all records required to verify volunteer hours worked.
10. Volunteers are subject to a minimum 30-day probationary period.
11. Authorization for a volunteer commitment may be withdrawn at any time at the discretion of the CEO.