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<b>Policy Number:</b> P07		<b>Pages:</b> 2

## Volunteer Policy

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### Policy Statement

Pickering Public Library values the important contribution that volunteers make to our organization. Volunteers not only contribute their expertise, knowledge and time but also strengthen the Library's link to the community that we serve.

### Definition

Volunteers are people who voluntarily extend their services to actively support the Library, without receiving remuneration and who are officially accepted through the application process by the Library.

### Policy Principles

#### Purpose:

The purpose of the volunteer program is to enhance and enrich services provided by Pickering Public Library by actively engaging members of the community who wish to support the Library in its Vision, Strategic priorities and Ends and contribute to their community through volunteerism.

#### Volunteer Opportunities:

Volunteer programs will be considered in terms of the Library's needs and ability to provide the necessary space, supervision and appropriate workplace conditions.

The Library will consider requests from school Boards and other educational institutions for cooperative program placements, as well as applications from community organizations for their members to gain workplace experience.

The Library will consider the inclusion of volunteers for specific projects and events or for community expertise within the provisions of the existing collective agreement with staff. Any assessment of cost-effectiveness must consider that volunteer programs have a higher supervisory component and more extensive back-up provisions.

Volunteers will be given an orientation, appropriate training feedback and the proper tools to perform their assigned tasks. The generous service of volunteers will be recognized in an appropriate manner by the Library.

### **Volunteer Requirements:**

All volunteers are required to complete the Pickering Public Library application process. Only volunteers who have a completed a criminal record check within the last six months are eligible for application.

*Alternate formats available upon request. Please talk to Library staff.*