

Lincoln Public Library Board

POLICY MANUAL

SECTION: Service Access

POLICY: F-8

TOPIC: Volunteers

PAGE: 1 of 1

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Purpose

The volunteer program of the Lincoln Public Library creates opportunities for community members to actively contribute to the library's vision of excellence in library service. The library welcomes volunteers to participate in the operation of the library while performing a valuable service to the community, becoming more familiar with the library and supplementing the efforts of paid staff.

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. The Chief Executive Officer shall be responsible for selecting, interviewing, assigning, and terminating volunteers. He or she may delegate this duty to a staff member who is responsible for a specific program or service.
3. All volunteer applicants shall be asked to complete an application form. See Appendix X.
4. Secondary School students can volunteer to fulfill their requirement to complete 40 hours of community service. The minimum age is 12 years.
5. The Library also accepts community members as volunteers who are participating in student projects, corporate volunteer programs and other volunteer referral programs.
6. Each volunteer shall be made aware of the Library's rules and expectations, including health and safety guidelines, through an orientation process.
7. Each volunteer shall report to a specific staff member.
8. A volunteer shall perform his or her duties in the Library in the presence of at least one paid staff member.
9. When taking on the services of a volunteer or volunteers, the Library shall ensure that appropriate coverage has been obtained for Workplace Safety and Insurance (WSIB) and liability.
10. Volunteers over 18 years of age who work directly with children will be required to obtain a Criminal Reference Check at the library's expense.