



The library is committed to making use of all available resources to further its goals. Volunteers can enrich library services and inform the public about library services. Within an effectively managed program, volunteers can perform tasks efficiently and responsibly.

Volunteer assignments at the Meaford Public Library balance the needs of the library with the interests and abilities of our volunteers. Volunteers do not supplement the staff, they assist the library employees. A volunteer is not financially compensated.

Section 1: General Requirements

1. Volunteers must be 13 years of age or older.

Section 2: Recruitment and Assignment

2. All volunteer applicants complete an application form stating: date of application; name, address and telephone number; emergency contacts; dates and times available; starting date; relevant education and/or experience; interests and skills.
3. A reference check will be completed upon request.
4. A designated staff member will select, interview and assign each volunteer with tasks.
5. Each volunteer shall be made aware of the library's rules and expectations.
6. Each volunteer selected to perform duties at the library shall be required to sign a volunteer waiver and confidentiality form and will be provided a volunteer job description and the name of the supervisor to whom the volunteer reports.
7. Volunteers are required to complete training mandated by legislation.
8. After being trained, the library shall take steps to ensure that appropriate coverage has been obtained for workers compensation and liability.

9. A volunteer shall perform his or her duties in the library with at least one paid staff member present.
10. Volunteers will be evaluated informally on a regular basis. The designated staff supervisor and the volunteer will evaluate the extent to which the objectives of both the library and the volunteer are being satisfied.

Section 3: Recognition

1. The assistance of volunteers will be recognized on an ongoing basis. Letters of reference will be provided upon request when appropriate.

Section 4: Dismissal

1. Volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily perform their assignments will be dismissed.

Related documents:

Meaford Public Library, ***Volunteer Application Form***

Meaford Public Library, ***Waiver for Library Volunteers***

Municipality of Meaford, ***Volunteer Confidentiality Statement***

Approved: September 2002

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