

Section	Resources	Section # :	3
Sub-Section:	Volunteers	Sub-Section # :	3.6
Topic	Principle of Volunteer Involvement	Policy # :	3.6.1

Policy:

The Selwyn Public Library recognizes the wealth of talent, skills and knowledge available within the local community and believes that the achievement of the goals of the Library are well served by the active participation of volunteers within the Library.

The Board's Responsibilities

1. To provide an opportunity through volunteering for life-long learning and personal development.
2. To develop policies that provide a reasonable duty of care process to ensure the interests of the Library and the users are protected.
3. To provide a safe environment for volunteers, staff and patrons.
4. To provide formal recognition of volunteer work for Library and New-To-You Store volunteers.
5. To recognize the distinct roles of volunteer and staff within the Library.

The Staff's Responsibilities

1. To welcome and value the contributions of volunteers to the Library.
2. To provide adequate orientation and training for the volunteers to complete their work.
3. To provide supervision and ongoing direction to the volunteers.
4. To provide volunteer work that is meaningful and significant to the Library and the individual.
5. To provide formal and informal recognition of volunteer work of Library and New-To-You Store volunteers.
6. To provide flexibility in assignments to best fit the interests, talents, skills and limitations of each volunteer.
7. To recognize the distinct roles of volunteer and staff within the Library.
8. Scheduling of volunteers.
9. Recommending changes in procedures to improve the working of the Library.
10. Maintaining service records for volunteers.
11. Mediating disputes and personnel concerns.

The Volunteer's Responsibilities

1. To support and adhere to the policies and procedures of the Library.
2. To attend all training sessions involving their area of work.
3. To be reliable in the performance of their duties.
4. To represent the Library to the best of their abilities and with professionalism in all interactions with the public.
5. To work cooperatively with fellow volunteers.
6. To adhere to the agreement of confidentiality of privileged information.
7. To provide input to staff regarding their area of responsibility within the Library.

8. To recognize the distinct roles of volunteer and staff within the Library.

Chemung Community Care Responsibilities

1. To recruit, orient, and train New-To-You store volunteers.
2. Store volunteers will be supervised by the Community Care Coordinator and adhere to the operational policies of Chemung Community Care.

History:			
Date of Original Board Motion:	February 2022	Motion #	2022.017
Date of Amendments: (if any)			
Date of Next Review:			
Attachments:			