



AURORA PUBLIC LIBRARY

VOLUNTEER POLICY

The volunteer program at Aurora Public Library creates opportunities for individuals to actively participate in their Library and community. APL recognizes volunteers as significant contributors to the achievement of its strategic objectives.

The volunteer policy provides guidance and direction to management, staff and volunteers.

1. SCOPE

This policy applies to all individuals performing work for the Library without financial compensation, including:

- Secondary school students completing mandatory community service requirements
- Adult community members providing library service to homebound customers
- Community members offering programs or services to the Library on a voluntary basis

Volunteers do not perform tasks that might contravene any article in the current Collective Agreement.

This policy does not apply to students in educational placement programs.

2. RECRUITMENT

Opportunities for volunteer placements are identified by management or staff on an as-needed basis and in accordance with program specifics.

Selection of volunteers is based on:

- Skills necessary to perform particular tasks or duties
- Ability of the volunteer to commit to the schedule required for the tasks or projects
- Capacity of the Library

3. INSURANCE

Volunteers performing their duties on Library premises are covered by the Town of Aurora's insurance policy for third party liability. Volunteers are excluded from WSIB benefits under the Ontario Workplace Safety and Insurance Act.

Visiting Library Service (VLS) volunteers using a private vehicle when selecting or delivering library materials for homebound customers must have a valid Ontario Driver's Licence and their own vehicle insurance in the amount of at least \$1,000,000.00 for third person bodily injury and property damage.

Volunteers are required to inform their insurance company of their volunteer driving activity to ensure insurance protection.

4. REQUIREMENTS

Depending upon the volunteer opportunity, volunteers may be required to:

- Submit a completed application form
- Successfully complete an interview with library staff
- Participate in a program orientation
- Successfully complete any applicable position-specific training program and any training mandated by the Accessibility for Ontarians with Disabilities Act

Additional requirements for VLS volunteers:

- Upon acceptance to the volunteer program but before being assigned a client, submit a satisfactory Vulnerable Sector Screening by the York Region Police. The Library will reimburse the cost of the screening to successful applicants admitted to the program
- Volunteers are responsible for any parking tickets and/or fines that may occur as a result of performing their duties

5. ROLES AND RESPONSIBILITIES

Volunteers are guided and bound by the same policies and procedures as Library staff.

APL's responsibilities to the volunteer:

- Provide an assignment that is of value to the volunteer
- Provide orientation and training, including any training mandated by the Accessibility for Ontarians with Disabilities Act

- Provide a safe work environment and explain safe operating procedures for all duties
- Complete any required documentation pertaining to the volunteer's placement in a timely fashion

Responsibilities of the volunteer:

- Report for the volunteer assignment as scheduled
- Maintain the integrity of APL and the confidentiality of any information obtained while serving as a volunteer
- Wear an ID badge at all times while volunteering in the facility
- When fulfilling secondary school mandatory community service hours, complete the requirements within the allotted time

6. TERMS

The Library reserves the right to dissolve the volunteer relationship if the volunteer fails to represent the Library in a positive manner or if the volunteer's services are no longer required.

7. LETTERS OF REFERENCE

Aurora Public Library does not provide references for volunteers in any capacity. The Library will provide a general letter verifying dates, hours and tasks performed.

8. RECORDS

Personal information is collected for internal purposes only. All information is collected under the authority of the *Public Libraries Act, R.S.O. 1990*, for the purpose of delivering library service. All volunteer records shall be retained in accordance with the General Records & Personal Information Banks Policy.

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