

## **Volunteer Policy**

### **Introduction:**

Stony Plain Public Library believes in the value of volunteers as an expression of community support for the library. Volunteer activity is undertaken freely and without financial gain.

Volunteers allow the Library to extend service beyond that which can be managed by paid staff.

Volunteers serve the Library as required to further the Library's mission, vision, and goals. They may be asked to leave if their behaviour does not contribute to the Library's success.

### **Internships, Practicums and Volunteer Referral programs:**

Some volunteers are not recruited by the library; they are referred by schools, post-secondary institutions, and other referral programs.

For these volunteers, signed agreements are required between the library and the institution or program, identifying areas of responsibility, and the time commitment of library staff.

### **Role of volunteers:**

Volunteers will provide services that are in addition to those offered by paid staff. They will not be used to replace paid staff.

Volunteer positions will have a basic job description that includes expectations and time commitments.

### **Recruitment:**

The Library Director is responsible for the recruitment of volunteers.

Any volunteer who is under 18 requires written consent from a parent or guardian.

Volunteers with the library cannot simultaneously be a member of the Stony Plain Library Board.

### **Requirements:**





Volunteers working with confidential information or vulnerable populations must provide a criminal record check. The Stony Plain Public Library will provide a volunteer letter to waive the fee.

Volunteers will sign a registration form, acknowledging that:

- They accept the position and will perform reliably,
- They will follow organizational policies,
- They will maintain the required level of confidentiality.

Adopted by the Stony Plain Public Library Board: October 18, 2023

