



<b>Policy Name:</b>	Volunteer Policy		
<b>Section:</b>	System	<b>Effective Date:</b>	April 23, 1998
<b>Motion Number:</b>	19-37	<b>Reviewed Date:</b>	May 23, 2019
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## Purpose

Barrie Public Library values the important contribution volunteers make to our organization. By contributing their expertise, knowledge, and time, volunteers strengthen the Library’s link to the communities we serve. Volunteers are key participants and contributors to the accomplishment of the mission of the Barrie Public Library.

We are committed to developing and maintaining a volunteer program in which differing ideas, abilities, backgrounds and needs are valued, and where those with diverse backgrounds and experiences are able to participate and contribute.

Volunteers perform tasks without wages, benefits, or expectation of compensation. Volunteers do not replace paid staff, but enhance and extend their services, and are not considered employees of the Library.

## Policy

Volunteer opportunities are identified by library administration. Volunteers shall not perform any task or duty for which a license or certification is required if the volunteer does not possess such license or certification.

Every effort will be made to match volunteer ability to the opportunity available. However, the Library’s over-all mandate must always take precedence and opportunity for volunteer involvement may be restricted.

Each volunteer shall perform duties in the Library under the supervision of at least one paid staff member. The minimum age requirement for volunteers is fourteen (sixteen if assigned to the Café and eighteen if assigned to Visiting Library Service). Otherwise, volunteers will be recruited based on their suitability to perform a task on behalf of the Library.

Volunteer opportunities for paid employees are limited to library sanctioned special events or campaigns within or outside of library branches. Paid employees who are fulfilling secondary school volunteer requirements can do so at our library branches in certain circumstances.

The Library may at any time decide to discontinue a volunteer’s relationship with the Library or to make changes to their volunteer assignment.

All other terms of the volunteer arrangement are as prescribed in the volunteer manual.