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## Hastings Highlands Public Library

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**Area :** Volunteers

**Policy Title:** Volunteer Program

**Policy Number:** VOL-01

**Initial Policy Approval Date:** November 13, 2012

**Last Review:** October 30, 2025

**Year of next review:** 2029

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The volunteer programs of the Hastings Highlands Public Library create opportunities for community members to actively contribute to the Library's vision of excellence in Library service. The Library welcomes volunteers to participate in the operation of the Library while performing a valuable service to the community, becoming more familiar with the Library, and supplementing the efforts of paid staff. The volunteer policies provide guidance and direction to management, staff, and volunteers.

### Section 1: Scope

1. Volunteers are used by the Library to enrich and enhance Library programs and service, or to free skilled paid Library staff for other duties. Volunteers do not substitute for or replace paid employees.
2. The policies apply to all volunteers in all programs, including activities that take place outside the Library.
3. The Library will ensure that liability insurance covers volunteers.

### Section 2: Responsibility

1. The Chief Executive Officer oversees and coordinates the volunteer program by:
  - a) planning for effective volunteer utilization
  - b) assisting staff in identifying productive and meaningful volunteer assignments
  - c) recruiting suitable volunteers
  - d) training staff to supervise volunteers effectively
  - e) tracking and evaluating the statistical data reflecting the contribution of volunteers to the Library
  - f) officially recognizing volunteers for their contributions
  - g) maintaining liaisons with other volunteer-utilizing programs and organizations in the community.

2. A system of records is maintained on each volunteer. Volunteer records shall be accorded the same confidentiality as paid staff personnel records.

### **Section 3: Eligibility for Volunteering**

1. The term "volunteer" refers to a person who performs services for the Library without compensation or expectation of compensation (beyond reimbursement for pre-approved specified expenses) and who performs a task at the direction of, and on behalf of, the Library.
2. The Library also accepts community members as volunteers who are participating in student projects, corporate volunteer programs, and other volunteer referral programs.
3. The service of paid staff members as volunteers is accepted provided that the volunteer service is:
  - a) initiated by the staff member
  - b) provided voluntarily
  - c) involves work that is outside the normal scope of duties and working hours for that staff member.
4. Family members of paid staff are allowed to volunteer with the Library but will not be placed under the direct supervision of their family members who are employees.
5. The minimum age requirement for volunteers is 14. For positions that require handling of money or supervision of children, volunteers must be at least 16 years of age. A vulnerable sector check is required for all volunteers 18 years of age or older.
6. Opportunities for volunteer placements are identified by the staff or the Board. The Library accepts the service of any volunteer with the understanding that such service does not constitute an obstruction to or conflict with the provision of Library services to users. A volunteer must be officially accepted and enrolled by the Library prior to performance of the task. Volunteers agree that the Library may at any time decide to terminate the volunteer's relationship with the Library or make changes in the nature of the volunteer assignment.