



Volunteer Policy

Approved by: Eastern Counties Regional Library Board
Date approved: 2019-06-06
Date last reviewed: 2023-09-11

Purpose

The Volunteer Program of Eastern Counties Regional Library (ECRL) creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community; serves as a method for area residents to become familiar with their library; and supplements the efforts of library staff.

- Volunteers are recognized as contributors to the accomplishment of the mission of ECRL.
- A volunteer is a person who performs tasks for the library without wages, benefits, or compensation (including travel expenses) of any kind.
- Volunteers do not replace paid staff, but enhance and extend their services, and are not considered as employees of ECRL.

Volunteers include, but are not limited to, individuals performing under Alternative Sentencing Orders, students required to perform community service as an education requirement, individuals participating in work programs, and students requiring internships or cooperative placements. Parents/caregivers attending programs with their children are not considered volunteers.

This Policy does not apply to volunteer members of organizations other than ECRL that may execute a program in a library space.

Guidelines for Volunteers

- Volunteers will obey relevant library policies and will follow the instructions of library staff. Volunteers may be terminated at any time by decision of library management.
- Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer whether

this information involves individual members of staff, volunteers, users, or other persons, or involves the overall business of ECRL. Failure to maintain confidentiality may result in immediate termination of volunteer duties and/or other corrective action

- Opportunities for volunteer placements are identified and/or must be approved by the Public Services Manager.
- Volunteers are not permitted to create promotional materials and/or advertise ECRL programs or services. Promotional materials should be created by ECRL for consistency with brand standards and accessibility. All materials must be approved by ECRL management before sharing. Use of ECRL logos and imagery is not permitted without written consent.
- The minimum age requirement for volunteers is 14. Otherwise, volunteers will be accepted based on the suitability to perform a task on behalf of ECRL.
- The ECRL Volunteer Registration Procedure includes a criminal record check process and a reference check process. All volunteers are required to complete the Volunteer Registration Procedure
- Prospective volunteers who meet the following exception can complete a Modified Volunteer Registration Procedure:
 - Unpaid guest programmers, provided:
 - They do not attend regularly; and
 - They are not left alone with library users.
- Volunteers receive a copy of the Volunteer Policy upon commencement of their assignment and are asked to acknowledge receipt.

Questions?

If you have any questions or concerns about this policy or its related procedures please contact admin@ecrl.ca.