



# Volunteer Registration Procedure

Approved by: ECRL Management  
 Date approved: 2019-06-06  
 Date last reviewed: 2022-09-26

In order to register as a volunteer at Eastern Counties Regional Library (ECRL), applicants are required to provide the following information:

1. Full name and contact information, including mailing address
2. Proposed volunteering role, including library branch location
3. Names and contact information of two references
4. Results of a Child Abuse Register Search
5. Results of an RCMP Criminal Record Check

The above information will be reviewed by ECRL’s Public Services Manager, who will make a decision about an individual’s suitability for volunteer opportunities.

## Definitions

For the purposes of this policy, 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 the ECRL.

## Summary of Record Check Information Required by ECRL

	Child Abuse Register Search	RCMP Criminal Record Check
How to submit the request:	Complete the online application process	In person at your nearest RCMP detachment
Other Information to be submitted with the request:	Electronic scan or photo of one piece of identification (e.g. driver’s license, health card, or passport)	Letter from ECRL stating that you are applying to be a volunteer; this will allow the processing fee to be waived
How to receive your results:	Your results will be mailed to your home address in 2-3 weeks	You will likely need to return to the RCMP detachment after about 3 days to pick up your results

## Steps for Completion of the Volunteer Registration Procedure

1. Apply for a **Child Abuse Register search** online at:  
<https://beta.novascotia.ca/apply-child-abuse-register-search>
2. Complete Part A and Part B of the **ECRL Volunteer Registration Form** and submit to ECRL by one of the following methods
  - a. Give to a representative at your library branch, or
  - b. Email to Public Services Manager, Amanda Campbell, at [acampbell@ecrl.ca](mailto:acampbell@ecrl.ca)
3. You will receive a letter from ECRL stating that you are applying to be a volunteer. This letter will allow the RCMP to waive the processing fee for your Criminal Record Check.
4. Bring the letter from ECRL to your nearest RCMP detachment and request a Criminal Record Check.
5. Pick up the results of your Criminal Record Check at the RCMP detachment, as directed by the RCMP staff member who accepts your request form (likely after 3 days, depending on your location).
6. Complete Part C of the ECRL Volunteer Registration Form once you receive the results of both record checks.
7. Submit your completed ECRL Volunteer Registration Form with copies of the results of both your record checks by:
  - a. Give to a representative at your library branch, or
  - b. Email to Public Services Manager, Amanda Campbell, at [acampbell@ecrl.ca](mailto:acampbell@ecrl.ca)
8. You will receive a letter from ECRL indicating whether or not the volunteer registration process has been successfully completed.

## Modified Volunteer Registration Procedure

Unpaid guest programmers who do not attend regularly and are never left alone with library users can follow this Modified Volunteer Registration Procedure:

1. Complete Part A and Part B of the **ECRL Volunteer Registration Form**, sign at the bottom, and submit to ECRL by one of the following methods:
  - a. Giving to a representative at your Library branch, or
  - b. Email to Amanda Campbell, Public Services Manager: [acampbell@ecrl.ca](mailto:acampbell@ecrl.ca)
2. You will receive a letter from ECRL indicating whether or not the volunteer registration process has been successfully completed.

## Questions?

If you have any questions, please to Public Services Manager, Amanda Campbell, by email at [acampbell@ecrl.ca](mailto:acampbell@ecrl.ca).