

Title:	Volunteer Program Policy	Policy Number: 300-17
Policy Type:	Operational	
Approval By:	Resolution Number RB 2013-04-15	
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PURPOSE:

This policy provides guidelines for volunteer opportunities within the Sault Ste. Marie Public Library.

SCOPE

This policy applies to all volunteers at all Library locations and in the delivery of Library services off site.

DEFINITIONS

Volunteer – an individual who contributes to Library services under the direction of Library staff but does not receive any monetary compensation.

POLICY STATEMENT

The Library’s Volunteer Program provides opportunities for members of the community to contribute to the enhancement of services provided by the Library. Volunteers are expected to participate in a spirit of mutual understanding and respect with other members of the organization and Library patrons.

The Library will respect the spirit of community involvement demonstrated by persons who volunteer their time and resources through:

- entrusting to each person meaningful tasks appropriate to their interests and skills and provide appropriate training and support;
- formally recognizing the contributions made by volunteers;
- fostering an atmosphere of mutual respect between staff and volunteer;
- designating a qualified staff member to be responsible for the volunteer program;
- clearly communicating a screening process that is consistently applied and
- providing an orientation to the organization, its policies, procedures and appropriate training.

External presenters delivering programs will not solicit business, customers, or market their commercial products or services. Exceptions made in service of strategic objectives must be approved by the CEO.

The Library may provide volunteer opportunities for students enrolled in work experience programs.

No volunteer will displace an employee under the jurisdiction of Local 67 CUPE as per the Library’s Collective Agreements.



All screened volunteers over the age of 18 are subject to mandatory police Criminal Record Checks. Some volunteer positions may also be subject to Police Vulnerable Sector Checks. Reimbursement for police checks will be provided once the volunteer has been confirmed. An Offence Declaration Affidavit shall be signed by all volunteers on an annual basis in order to continue volunteering with the organization. The CEO manages all criminal record and vulnerable record checks and subsequent declaration affidavits.

RELATED POLICIES

300-08 Visiting Library Service Policy

300-18 Friends of the Sault Ste. Marie Public Library Policy

400-03 Health and Safety Commitment Policy

400-05 Workplace Code of Conduct

400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence

APPENDIX A - Offence Declaration Affidavit

Name: _____

Date of Birth: year ___/___/___ month ___ day ___

Volunteer Courier

Visiting Library Service Volunteer

Other Library Volunteer

I DECLARE that: (please check off as applicable)

I have NO convictions since my last Criminal Background Check known to me under the *Criminal Code of Canada* up to and including the date of this

declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada)

OR

I have been convicted of the following criminal offence(s) under the *Criminal Code of Canada* for which a pardon under Section 4.1 of the *Criminal Records*

Act (Canada) has not been issued or granted to me.

List of offences:

Date: _____

Court Location: _____

Conviction: _____

Date: _____

Court Location: _____

Conviction: _____

DATED at _____ this _____ day of _____ 20__

Signature