

**CHAMPLAIN TOWNSHIP PUBLIC LIBRARY  
VOLUNTEER POLICY**

**MOTION #24-06**    **Adopted May 25, 2006**  
**MOTION #7-10**    **Amended January 27, 2010**  
**MOTION #9-13**    **Amended January 16, 2013**  
**MOTION #5-16**    **Reviewed January 20, 2016**  
**MOTION #16-19**

**Amended March 18, 2019**

The volunteer program of Champlain Township Public Library creates 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 staff.

The library is committed to using all available resources to further its goals. It has been demonstrated that volunteers can enrich library services and inform the public about library services. Within an effectively managed programme, volunteers can perform tasks efficiently and responsibly.

Volunteer positions

Volunteers shall only be used by the Library to enrich or expand library services, or to free skilled, paid staff for other duties. Volunteers shall not be used to replace paid employees.

The Head Librarian shall be responsible for selecting, interviewing, assigning and terminating volunteers.

Each volunteer selected to perform duties at the library shall be required to submit a current police check. No volunteer will perform their duties before the Head Librarian has been given this police check.

Volunteers are given clear, complete and current descriptions of the duties and responsibilities of their assignment.

Volunteers perform their duties in the presence of at least one paid staff member. Each volunteer will have a specific staff member to whom he or she reports and who will be responsible for day-to-day support and direction.

In the event of an opening for a paid position on the Library staff, volunteers who apply for the position shall be evaluated on the same basis as all other applicants.

A system of sign-in is required by each volunteer.

**Volunteer Policy - Amended March 18, 2019**

### Tasks that may be Performed by Volunteers

Volunteer tasks may include but are not limited to:

- a) shelf reading and shelving
- b) delivery of materials to shut-ins
- c) care of library plants
- d) preparation for or running of children's or adult programs
- e) pre-weeding
- f) affixing labels
- g) dusting shelves
- h) helping with book sales
- i) assisting with programs such as "A Book on Every Bed"