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# Volunteer Policy

## Policy Statement

The City of Pickering Public Library values the important contribution that volunteers make to our organization. Volunteers not only contribute their expertise, knowledge and time but also strengthen the Library's link to the community that we serve.

## Purpose

The purpose of the volunteer program is to enhance and enrich services provided by the Library by actively engaging members of the community who wish to support the Library in its Vision, Strategic Priorities and Ends and contribute to their community through volunteerism.

## Policy Principles

### 1. Volunteer Opportunities

- 1.1. Volunteer programs will be considered in terms of the Library's needs and ability to provide the necessary space, supervision, and appropriate workplace conditions. The Library may not be able to accept all volunteer applicants.
- 1.2. The Library will consider requests from School Boards and other educational institutions for cooperative program placements, as well as applications from community organizations for their members to gain workplace experience.
- 1.3. The Library will consider the inclusion of volunteers for specific projects and events or for community expertise within the provisions of the existing collective agreement with staff. Any assessment must consider that volunteer programs have a higher supervisory component and more extensive back-up requirements.

- 1.4. Volunteers will be given an orientation, appropriate training, and the proper tools to perform their assigned tasks. All volunteers are accountable to the Library's Operations Coordinator. The generous service of volunteers will be recognized in an appropriate manner by the Library.

## 2. Volunteer Requirements

- 2.1 All volunteers are required to complete the Library application process and complete a criminal record check.
- 2.2 All volunteers are required to follow the guidelines and expectations described in their orientation, training, and documentation. A Library volunteer involved in a political campaign must be politically neutral in carrying out their Library duties and must not participate in campaign activities during volunteering hours.
- 2.3 Library Board members are excluded from the Volunteer Policy. Board members apply to the City of Pickering and are appointed by Council.

## Definitions

### 1. Volunteers

People who voluntarily extend their services to actively support the Library, without receiving remuneration and who are officially accepted through the application process by the Library.

For further information on this policy, please contact the Director, Engagement & Client Experience. Contact information for all members of the Leadership Team can be found on the Pickering Public Library website.

Alternate formats of this document are available upon request.  
Please speak to Library staff for assistance.