



Library Policy

Policy No.: P07

Policy Title: Volunteer

Date Originated: April 2019

Date Last Reviewed/Revised: October 2024

Point of Contact: Director, Engagement & Client Experience

POLICY STATEMENT

The Pickering Public Library (“Library”) values the important contribution that volunteers make to the organization. Volunteers not only contribute their expertise, knowledge and time, but also strengthen the Library’s link to the community.

DEFINITIONS

Volunteers

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

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 the community through volunteerism.

POLICY PRINCIPLES

1. Volunteer Opportunities

- 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.
- The Library will consider requests from School Boards and other educational institutions for cooperative program student placements, as well as applications from community organizations for their members to gain workplace experience.
- 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.

2. Volunteer Requirements

- All volunteers are required to complete the Library application process and complete a criminal record check.
- 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 or political activities must take care to separate those personal activities from their role at the Library. They must not participate in campaign activities during volunteering hours.
- Some unique volunteer programs have specific eligibility criteria specific to the role (e.g., Books+ Express and the Anti-Black Racism Working Group).
- Library Board members are excluded from the Volunteer Policy. Board members apply to the City of Pickering and are established by resolution of Council (see the [City of Pickering Policy ADM 040 Committees and Taskforces of Council](#)) and are governed by the [Pickering Public Library Board Bylaws and policies](#).

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