

Rideau Lakes Public Library Volunteer Policy

1. The Library is committed to the utilization of all available resources to further its goals. Volunteers can enrich library services and inform the public about library services. Within an effectively managed programme, volunteers can perform tasks efficiently and responsibly.
2. Volunteers shall only be used by the Library to enrich or expand library services, or to allow paid staff to perform other duties. Volunteers shall not be used to replace paid employees.
3. The Chief Executive Officer and the branch librarian(s) shall be responsible for selecting, interviewing and assigning volunteers. The CEO will be responsible for terminating volunteers.
4. Each volunteer shall have a specific paid staff member to whom he or she reports.
5. Each volunteer shall be made aware of the Library's rules and expectations.
6. 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 other applicants.
7. A volunteer shall perform his or her duties in the Library in the presence of at least one paid staff member.
8. All volunteer applicants shall be asked to complete a criminal record check.