

OP-16	VOLUNTEERS		
APPROVED	19 January 2022	EFFECTIVE	2006
AMENDED	2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To outline the roles volunteers play in assisting employees to deliver exceptional services and programs.

2. SCOPE

People wishing to volunteer at the Library and Library employees working with volunteers must abide by this policy.

3. DEFINITIONS

Nil.

4. VOLUNTEERING AT THE LIBRARY

- a. Members of the public are encouraged to apply to offer their time and energy to support the Library.
 - i. The Library may work with outside agencies to advertise volunteer opportunities and recruit volunteers.
- b. Volunteer activities support and complement staff activities to help enhance the quality of service and programs provided by the Library.
- c. No Library employee shall be removed or displaced in favour of an unpaid volunteer.
- d. Library employees will provide supervision and direction for volunteers. The maximum number of volunteers will depend on the ability of staff to support these activities within the context of their other duties and availability of volunteer tasks.
- e. Volunteers must perform their functions to the standard set by the Library. Those who do not do so are subject to having their names removed from the Library’s volunteer list.

5. OPPORTUNITIES & RECOGNITION

- a. Volunteers will be informed of volunteer opportunities available with the Friends of the Cranbrook Public Library.
- b. Volunteers are eligible to apply for paid positions.
- c. The Library Board shall provide annual recognition for volunteers.

RELATED POLICIES

Nil.