

**La BIBLIOTHEQUE de BEAUMONT LIBRARY
BOARD OF DIRECTORS POLICY**

Policy Section: **Operational**

Policy Number: **O-12**

VOLUNTEER POLICY

Date Approved: **SEP 10 2018**

Valid To: **June 2022**

Replaces: **O-12, April 28, 2014**

Board Chair: 

The Volunteer Program of the Bibliothèque de Beaumont Library creates opportunities for personal satisfaction while performing a valuable service to the community.

1. A volunteer is a person who performs tasks for the Library without wages, benefits, or compensations, and whose duties generally include providing support services to staff or working on special projects. The minimum age requirement is 14 years old. Volunteer positions in no way suggest an employment contract has been discussed or entered into.
2. Based on Library operations, the Library Manager may restrict the extent of volunteer opportunities.
3. Unless other arrangements have been made a volunteer selected for work on a special project will discontinue service when that project is completed or terminated. If a volunteer does not adequately perform the duties assigned, and no other appropriate positions are available, the volunteer may be released from service.
4. Prior to being assigned to volunteer positions, all volunteers will be interviewed to ascertain their suitability for the position.
5. Volunteers are responsible for maintaining the confidentiality of all information, whether this information involves Library staff, volunteers, patrons, other persons, or the overall business of the Library, and are required to sign a confidentiality statement. Failure to maintain confidentiality may result in immediate termination of the volunteer.
6. The Library will, upon request from the volunteer, provide a letter confirming the volunteer's contribution when appropriate.
7. Volunteers who do not adhere to the policies, procedures, and practices of the Library or who fail to satisfactorily meet the expectations of their volunteer assignment are subject to dismissal.
8. Personal information is collected for internal purposes only and will be kept in a secure location. All information is collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act.