



Policy Title:	Secondary School Volunteers
Policy Type:	Human Resources
Policy #:	HR 017
Policy Authority:	CEO
Effective Date:	June 2013

PURPOSE

The Ontario Ministry of Education has incorporated forty (40) hours of mandatory community service into its secondary school curriculum.

The Clarington Public Library attempts to provide volunteer opportunities for secondary school students to help them fulfill their community service requirements and to expose them to some of the services of the public library

POLICY

1. The Library reserves the right to limit the number of student volunteers, in order to provide proper instruction and supervision.
2. The Library will provide suitable instruction in Health and Safety and provide a safe working environment.
3. The student will, at all times, be supervised by library staff.
4. No student volunteer will replace a paid staff member.
5. If a student does not fulfill an agreed-upon volunteer commitment, and does not let the Library know of this prior to the confirmed commitment, h/she will not be considered for any future volunteer work with the library.
6. Opportunities will be fulfilled from the volunteer list on a first come, first served basis only.
7. The library will provide an acknowledgement of volunteer hours worked by a student, but cannot provide letters of reference.
8. Prospective volunteer students may be screened or interviewed by staff.
9. All inquiries for volunteer work that do not involve secondary student's curriculum-based, mandatory community service will be referred to the Manager of Administrative Services.

Student Volunteer Eligibility

1. Must be enrolled at a local secondary school
2. Must commit to volunteering for a minimum of three (3) hours at any one time

Examples of Eligible Student Volunteer Activities

These suggested activities can be undertaken with a minimum of orientation and instruction. Most can be completed in a concentrated block of time, allowing the student to amass 3-20 hours over a short period of time.

1. Publicity Walks. The student assists a staff member or summer worker delivering library publicity in neighbourhoods surrounding a branch library.
2. Library moves or reorganization. The student assists staff members who are moving or shifting library material. Cleaning shelves and re-shelving books may be included.
3. Branch Book Sales. The student assists staff with setting up prior to a sale, moving and unpacking boxes of books, keeping tables filled, stacking empty boxes for recycling, re-packing remainders, cleaning up, and taking down tables.
4. Assistance with library programs- craft preparation.
5. Assistance with library promotion at special events.

Examples of Ineligible Volunteer Activities

1. Shelving and shelf-reading.
2. Activities/projects involving access to the library automated system or borrower records.

Staff Procedures for Volunteer Sign Up

1. Eligible students may contact branch staff directly or request more information from the Coordinator of Branch Services-Newcastle Branch.
2. A list of volunteers will be maintained by the Coordinator of Branch Services, located in <G:\Everyone\Marketing\Volunteers>
3. Staff/students should register student names to the volunteer form found on the library's website

Staff Needs for Volunteer Assistance

1. Staff requests must be made using the "Staff Volunteer Request" e-mail form located in: <G:\Everyone\Marketing\Volunteers>.
2. Requests for volunteer assistance must be submitted two weeks in advance of the date required.

3. Staff requests for volunteer assistance must have approval of one's supervisor when submitting the form.