



Adoption Date:	January 2018
Revision Date:	September 2022
Reference #:	BRD - 35
Category:	Community Relations

---

## Volunteers

### 1. PURPOSE

Volunteers are recognized as contributors to the accomplishment of the mission of Brampton Library. Brampton Library's Volunteer Program creates opportunities for individuals to gain skills and experience and to feel personal satisfaction while performing a valuable service for the community; serves as a method for area residents to become familiar with the Library; and enables secondary school students the opportunity to fulfill community service requirements and understand library related professions.

The policy applies to volunteers in all programs and services authorized by and undertaken on behalf of Brampton Library, with the exception of Brampton Library Board members.

### 2. DEFINITIONS

- 2.1. Volunteer** - a person who performs tasks for Brampton Library without wages, benefits, or compensation (including travel expenses) of any kind.

### 3. RECRUITMENT AND SELECTION

- 3.1.** Opportunities for volunteer placements are identified and approved by senior staff. Volunteers agree that the Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment. Selection of volunteers who are immediate family members of staff or Library Board affiliation will be reviewed on a case-by-case basis by the CEO.
- 3.2.** The minimum age requirement for volunteers is 14. All volunteers will be selected as outlined in the BRD-24 Recruitment and Selection Policy.
- 3.3.** Volunteers participate in an interview and orientation process and will be placed according to operational needs.
- 3.4.** When demand for student volunteer opportunities exceeds the number of opportunities available, preference will be given to students residing in Brampton or attending school in Brampton.

### 4. EXPECTATIONS

- 4.1.** Volunteers do not replace paid staff. Volunteers shall not be considered as employees of the Library. Volunteers shall not perform any task or duty which requires certification if the volunteer does not possess such license or certification.
-

- 4.2. Volunteers shall perform duties in the presence of at least one paid staff unless it is approved work outside the library premises.
- 4.3. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer. Failure to maintain confidentiality may result in immediate termination of volunteer duties and/or other corrective action.
- 4.4. Volunteers are expected to abide by all Brampton Library policies.
- 4.5. Adult Volunteers (18 years or over) - Submit a Vulnerable Sector Screening dated within 12 months of the start date of the volunteer placement. The screening will be at the expense of the volunteer.
- 4.6. Volunteers are excluded from WSIB benefits under the Ontario Workplace Safety and Insurance Act.

## **5. COMPLETION OF VOLUNTEER POSITION**

- 5.1. All personal information is collected for internal purposes only. All information is collected under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44. Personnel files will be retained until the volunteer is no longer active with the Library.
- 5.2. In the event of an opening for a paid position within the Library, volunteers who apply for the position shall be treated and evaluated on the same basis as all other external applicants.

## **6. EXTERNAL RESOURCES**

[Ontario Workplace Safety and Insurance Act](#)

[Public Libraries Act, R.S.O. 1990, c. P.44](#)

[Vulnerable Sector Screening](#)

## **7. RELATED POLICIES**

BRD-24 Recruitment and Selection Policy

This policy is available in alternative formats upon request.