

LONDON PUBLIC LIBRARY POLICY

Title: Volunteer Program
Policy Type: Board Operational Linkage
Policy No.: OR-V-01

Effective Date: January 21, 2021

Review Date: January 2025

PURPOSE:

The purpose of this policy is to define the role of Volunteers within London Public Library (Library). The volunteer program supports the Library's value-added services that are vital to our community.

SCOPE:

This policy applies to volunteers in all programs and services authorized by and undertaken on behalf of the Library, with the exception of the trustees of the Library Board and its committees, and the volunteers and members of the Friends of the Library, unless otherwise specified.

DEFINITIONS:

Volunteers means people who voluntarily extend their services to actively support the Library, without receiving wages or expectation of compensation and who are officially accepted and enrolled by the Library.

POLICY STATEMENT:

It is the policy of the Library to support a Volunteer Program.

- The purpose of the Library Volunteer Program is to enhance and enrich services provided by the Library by actively engaging members of the community who wish to support the Library, its *Purpose* and *Value* statements and *Strategic Plan*, and also contribute to their community through volunteerism.
- The Library Volunteer Program is guided by the terms of the *Letter of Understanding* between the Library Board and Canadian Union of Public Employees, Local 217.
- The Library accepts the services of Library staff as volunteers for work which is outside the scope of regular staff duties and is provided outside of usual working hours.

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- The Library develops and implements guidelines and procedures for the Library Volunteer Program.

ACCOUNTABILITIES:

- Accountability for the establishment and management of the Library Volunteer Program is vested in the office of the Chief Executive Officer & Chief Librarian which delegates this activity to qualified and knowledgeable staff.
- Accountability for the application of this policy resides with the Library Board. The Board will ensure that:
 - The policy is applied in the context of the governance policy framework of the Library;
 - The terms of the policy are applied;
 - Through the CEO & Chief Librarian, management processes, procedures and guidelines are followed; and
 - The CEO & Chief Librarian acts in accordance with the policy.
- Persons from the community with concerns related to the application of this policy may address the Library Board through the delegation process.

BACKGROUND:

INQUIRIES:

Administrator, Volunteer Services
Director, Customer Services & Branch Operations

KEYWORDS:

Volunteers

RELATED DOCUMENTS:

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DOCUMENT CONTROL:

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