

West Perth Public Library

Volunteering at the Library

Purpose

West Perth Public Library is committed to obtaining and supporting excellent volunteers who can assist with library services.

Responsibility

1. Volunteers will only be used by the Library to enrich or expand library services, or to allow free time for skilled, paid staff to perform other duties. The intent is that volunteers will not replace paid employees.
2. The CEO will be responsible for selecting, interviewing, assigning and terminating volunteers.
3. Volunteers will be made aware of the Library's rules and expectations. They will have access to Library property and materials necessary to fulfill their duties, and will receive training in the operation of any such equipment. Property and materials will be used only when directly required for Library purposes and will not be removed from the site without permission.
4. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer, whether this information involves a staff member, volunteer, patron or other person, or involves Library business.
5. All volunteers shall be asked to complete an application form stating: date of application, name, address and telephone number, emergency contact, days and times available, starting date, relevant education and/or experience, interests and skills.
6. Each volunteer selected to perform duties at the Library shall be required to sign a volunteer agreement and shall be provided with a volunteer job description.

Related Documents:

West Perth Public Library Policy. *Advocacy and Political Engagement.*
West Perth Public Library Policy. *Code of Conduct.*
West Perth Public Library Policy. *Confidentiality and the Protection of Privacy.*
West Perth Public Library Policy. *Diversity and Inclusion.*

Municipality of West Perth. *Employee Policy Manual.*

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