

Purpose

West Perth Public Library is committed to obtaining and supporting service-oriented volunteers who can assist with library operations.

Responsibility

1. Volunteers will only be engaged by West Perth Public Library to enrich or expand library resources, or to allow free time for skilled, paid staff to perform other duties. Volunteers do not replace paid employees.
2. The CEO or designate is 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 will be asked to complete an application form with relevant personal and contact details, work/volunteer experience and references.
6. All adult applicants (eighteen years of age and older) selected for library volunteer duties must submit a Criminal Record Check with Vulnerable Sector Screening within thirty days of beginning their duties.

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.*

West Perth Public Library Policy. *Human Resources Management.*

Municipality of West Perth. *Employee Policy Manual.*

Issued: October 2015

Revised: April 2023