

Policy Number	4.2
Title	Library Volunteers Policy
Section	4: Human Resources
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Review Date	



The Cobourg Public Library Board encourages members of the community to volunteer their talents and assistance in support of the Library.

The Volunteer Program Mission Statement

Volunteer services are one of the means by which the Library extends and enhances services to the public. The purposes of the volunteer service program are to supplement the efforts of the Library employees to meet demands for Quality service; to serve as a method for citizens to become familiar with the Library; and to provide an opportunity for citizens to volunteer and make positive contributions to their quality of life.

Volunteer Recruitment

In order to ensure that the Library can provide an appropriate volunteer opportunity for any individual, all volunteers will undergo an application procedure. Individuals seeking a volunteer position must complete an application form that includes two references, a confidentiality statement and a Workplace Safety & Insurance Board waiver. Volunteers are required to submit to the volunteer co-ordinator, at point of assignment, and annually thereafter, proof of a clear police check.