

Georgina Public Library Board Policy Manual

Policy Title: Secondary School Student Volunteers

Intent

The Ontario Ministry of Education has incorporated 40 hours of mandatory community service into the secondary school curriculum. Georgina Public Library is pleased to assist students in fulfilling their voluntary requirement in the Library.

Regulations

1. Interested students may fill out our application form, and drop it off at any Library branch. This form is available on the Teen page of our website, as well as in all Library branches.
<http://www.georginalibrary.ca/en/kids-teens/Teen-Volunteer-andCommunity-Involvement-Hours.aspx>
2. Prospective student volunteers may be screened and/or interviewed by staff.
3. The Library reserves the right to limit the number of student volunteers in order to provide proper instruction and supervision.
4. The Library will provide suitable instruction in Health and Safety, and Workplace Hazardous Materials Information System (WHMIS).
5. Activities available for secondary student volunteers may change from time to time. Types of activities will be those that can be undertaken with a minimum of orientation and instruction. The student will, at all times, be working with Library staff. No student volunteer will replace a paid staff member.
6. Jobs to be excluded:
 - a. Regular Library Student duties such as shelving and shelf reading.
 - b. Crowd control at Library programs.
 - c. Activities/projects involving access to the Library automated system or customer records.

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7. The Library will complete and sign any necessary school forms to confirm completion of volunteer hours, provided the volunteer hours were within the previous two (2) years. All records of student volunteer hours and activities will be destroyed after two (2) years.
8. Letters of reference for school or employment may also be provided for students if all of the following conditions are met:
 - a. The student has volunteered for a minimum of 20 hours with the Library; and
 - b. The student has volunteered at the Library within the last two years; and
 - c. A minimum of two (2) weeks' notice is given; and
 - d. The student was never deemed unsuitable for the placement.
9. If a student is unable or unwilling to fulfil an agreed upon volunteer commitment, or is deemed unsuitable for the placement, Library staff reserve the right to terminate the placement.

POLICY HISTORY:	
Initial Draft	May 29, 2014
Draft Presentation Review	
Board Presentation & Adoption:	June 19, 2014
Board Review:	March 17, 2016; Sept. 15, 2016; Sept. 17, 2020; November 16, 2023