



# Volunteers

**PURPOSE:** To establish guidelines for volunteers within the Library.

**POLICY:**

The Taber Public Library will actively recruit and orientate all volunteers who will be utilized within the library.

**GUIDELINES**

1. Volunteers will be recruited at the discretion of the Library Manager.
2. Volunteers must provide a criminal and vulnerable sector check.
3. Volunteers will be recruited to help in the following areas:
  - a. shelving
  - b. shelf-reading
  - c. book repairs
  - d. special projects
  - e. homebound deliveries
  - f. handyman duties
  - g. or any other duties as designated by the Library Manager
4. All volunteers will be given a tour of the facility including a safety orientation and hazard identification.
5. Those volunteers who will be shelving or shelf-reading will be required to read an orientation manual.
6. Volunteers shall adhere to Taber Public Library’s policy on “Confidentiality”.
7. Volunteers shall adhere to Taber Public Library “Fit for Work” Policy (P-8.1)
8. Volunteers shall not have access to patron records.
9. Volunteer hours will be recorded on the Library Manager’s Report.

Date of Approval:                      October 5, 1999

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