



**THOMPSON PUBLIC LIBRARY  
STATEMENT OF POLICY**

**VOLUNTEERS**

**DEFINITIONS**

A *volunteer* shall be considered as any individual, 16 years or older, who assists with work done at the Thompson Public Library, without remuneration.

**STATEMENT OF PURPOSE**

The Thompson Public Library shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Staff or support fundraising activities initiated by the Library.

Thompson Public Library shall make use of the services of interested volunteers to supplement and not replace the work done by library staff.

**RECOGNITION**

Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually. The Library staff and Library Board shall find ways of recognizing volunteers throughout the year.

**GENERAL PROVISIONS**

Nothing in this policy shall be deemed to create a contract between the volunteer and the Thompson Public Library.

Both the volunteer and the Thompson Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Neither the City of Thompson nor the Thompson Public Library will provide any medical, health, accident or worker's compensation benefits for any volunteer.

Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in volunteer activity, each volunteer will be required to acknowledge the volunteer policy, and visit with a supervisory staff member.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: storytelling, helping to prepare for programs, assisting with maintenance, discarding materials, maintenance of periodicals, et.al.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. All volunteer work must be completed within normal library hours. Exceptions may be made by the Library Administrator.

**RECRUITMENT AND SUPERVISION OF VOLUNTEERS**

Volunteers will be sought through a variety of methods (newspaper announcement, in-library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs.

Recruitment shall be the responsibility of the Library Administrator, with the assistance of Trustees and Staff of the Thompson Public Library.

I, the undersigned, have read and fully agree to comply with the policy above and understand that I am bound by the policies and rules of conduct of the Thompson Public Library.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date