

# LIBRARIES OPERATIONAL MANUAL

<i>Version</i>	2	<i>Standard Operating Procedure</i>	<i>Section:</i>	Administration
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## 1.0 **PURPOSE**

To provide guidelines for selection and management of volunteers and work experience applicants.

## 2.0 **SCOPE**

- Hamilton City Libraries will provide opportunities for voluntary work and unpaid work experience when appropriate. Volunteers shall at no time replace permanent workers or their work

Selection criteria:

- Studying towards a Library or archive qualification
- Secondary school work experience - limited to one school year
- Community service e.g. Duke of Edinburgh
- Particular skills, knowledge appropriate to a specific project
- Assist workers to re-enter the workforce by building confidence with specific tasks - 2 weeks
- Internship -3-6 months — approval from Director Libraries
- Secondary School work experience students complete tasks that build their confidence over extended periods of time
- Engagement of voluntary workers is for a defined short term project or to provide work experience (2 weeks maximum). Extensions to this 2 week period will be assessed by the Library Leadership team on a case by case basis
- Adherence to the Hamilton City Council Health and Safety Code of Practice and Hamilton City Libraries Safety & Wellbeing induction

## 3.0 **POLICY**

- All applications for voluntary work and work experience are to be assessed and approved / declined by the appropriate Manager
- All applications for internships are to be assessed and approved / declined by Director Libraries
- A CV and reference check is to be carried out by the appropriate Manager with the relevant organisation
- All approved applicants are to be provided with a Safety & Wellbeing site induction and relevant training before commencing work
- All approved applicants and caregivers are to sign a Hamilton City Libraries Volunteer Agreement

## 4.0 **REFERENCES**

- Hamilton City Council Safety and Wellbeing Code of Practice
  - Hamilton City Libraries Volunteer Agreement
  - Hamilton City Libraries Safety & Wellbeing Induction for Volunteer/work experience
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## **5.0 RESPONSIBILITIES & AUTHORITIES**

- Managers are responsible for approving each application for volunteer, work experience
- Director Libraries is responsible for approving each application for internships
- Managers are responsible for adhering to all relevant policies and procedures

## **6.0 RECORDS**

- Signed agreements are kept by relevant Manager for 12 months
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