

# DkIT Library policy on volunteer placements

## Introduction

Volunteering can benefit the Library by increasing the range of skills, interests and life experiences available to it and benefits volunteers by giving them hands-on experience in providing academic library services.

Volunteers are appointed to enhance and complement the work of Library staff not as a substitute for them.

## Definition

In the context of this policy a volunteer is anyone who, without financial compensation, or expectation of it, contributes time and service to assist in the performance of library duties.

## Objectives of this policy

The purpose of this policy is to give guidance to volunteers and to staff supervising volunteers. It outlines the terms of volunteer placements and sets out the principles, practices and procedures DkIT Library will follow in relation to volunteers.

We will endeavour to ensure that the volunteering arrangement is as mutually beneficial as possible to both parties. With this in mind volunteer placements will be made based on an informal interview process so that an applicant's skills, interests and objectives in volunteering match the needs of the Library. Selection for interview will be based on the applicant's CV. Applicant's details will be held on file for 6 months and will be reviewed if a suitable opportunity becomes available.

The Library will select volunteers that are deemed to fit with current needs and who are considered to have the potential to benefit from the placement.

A volunteer is free to leave the placement at any time, prior notice would be appreciated.

The Library is also free to terminate the placement if it is not considered to be meeting objectives effectively. An explanation of this decision will be given to the volunteer.

Where possible an informal exit interview will be held with the volunteer to find how they found the placement and get any suggestions they may have for improving the volunteer experience.

Volunteers are expected to maintain the confidentiality of all information to which they may be exposed as part of their duties.

Volunteers share responsibility for Health & Safety and are expected to adhere to the Institute's Health & Safety policy. Volunteers are covered by the Institute Public Liability insurance policies whilst engaged in Library duties.

Working times will be agreed with the Librarian before the start of a volunteer's placement. Volunteers are expected to inform the Library if they will not be available for work, due to illness or other reasons, during these agreed times.

DkIT Library will ensure that volunteers have access to appropriate space, equipment and facilities to enable them to perform their duties in a safe and comfortable environment.

All volunteers will receive an induction to the Library and training as necessary to enable them to carry out the tasks assigned to them. Every volunteer will be assigned a mentor who will provide day-to-day support and direction.

March 2013