



*Victorian* PRAHRAN  
*History* MECHANICS'  
*Library* INSTITUTE

# Volunteer Policy

## **Purpose:**

The purpose of this policy is to articulate the principles and framework of the Prahran Mechanics' Institute Victorian History Library Volunteer Program.

## **Scope:**

- This policy applies to all library staff supervising and / or working with volunteers.
- All volunteers who take part in PMI activities and projects, including the Friends of the PMI.

## **Background:**

Established in 1854, the Prahran Mechanics' Institute is a community owned and run library specialising in the history of Victoria, Australia. With more than 30,000 books for loan and a professional information service for our members, we provide a central resource for research into the history of Victoria. Our volunteers help with a variety of tasks, depending on availability (of both volunteer and tasks) and expertise.

## **Scope of Volunteer Involvement:**

The PMI follows the ALIA Statement of Voluntary work in library and information services. Volunteers will not replace or reduce the number of paid and trained staff. Volunteers will complement the PMI staff and their work.

Volunteers do not have to commit to a set number of hours per week or per month. Volunteers can negotiate their hours with the PMI Volunteer Coordinator based on the specific requirements of their volunteer role. The agreed upon hours will be included in the Volunteer Position Description.

All staff and volunteers must work cooperatively, courteously and respectfully with each other to ensure the best possible service is provided to Library members.

### **Recruitment of Volunteers:**

Volunteers are recruited through advertising, publicity, introduction from other historical organisations and libraries and general enquiries.

To be part of the PMI Volunteer Program a volunteer must be:

- Over eighteen years of age.
- Physically able to undertake the Volunteer Role they agree to with the Volunteer Coordinator.
- Qualified to undertake the Volunteer Role they agree to with the Volunteer Coordinator.

Volunteers are recruited on a three month probationary basis and the PMI has the right to reject applications for the PMI Volunteer Program based on skill and suitability, availability of work, adherence to PMI philosophy and availability of PMI Staff.

The offer of a place in the PMI Volunteer Program is in no way a commitment to an offer of a future paid role with the PMI.

Recruitment of volunteers shall also take into account the PMI's commitment to cultural diversity and all volunteers shall be selected and treated fairly.

### **Volunteer Program Operations:**

The PMI Volunteer Program will be run, administrated and overseen by the PMI Volunteer Coordinator. The day to day tasks of a volunteer may be managed by the staff member in charge of the area or program to which the volunteer is assigned.

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

Volunteers complete an electronic volunteer log sheet after each time they volunteer, which enables the PMI to keep an accurate count of their hours and work.

A Volunteer Position Description is created with the commencement of participation in the PMI Volunteer Program. This Position Description includes:

- The project the volunteer will be working on (if there is one).
- The date of commencement of the volunteer in the PMI Volunteer Program.
- The volunteer's name and contact information.
- The volunteer's availability.

- The name of the supervising staff member (including contact details)
- Description of the duties/responsibilities of the volunteer.

The Volunteer Position Descriptions are kept with information regarding the volunteer's qualifications and experience. The Volunteer Position Description will be held according to the PMI Privacy Policy.

A volunteer who operates as a general volunteer across the library will have one Volunteer Position Description for the time they are part of the PMI Volunteer Program. A volunteer assigned to a specific project may have more than one Volunteer Position Description if they undertake more than one project. All documentation will be stored together.

Volunteers will not have unsupervised access to patron information.

### **Recognition of Volunteers:**

- Job reference or statement of work experience if needed/applicable.
- Free library membership once 15 hours of volunteering have been completed.
- An invitation to the celebratory function at the end of each year in which volunteers are recognised.
- The chance to obtain Long-Term Volunteer Awards (five years and ten years)

### **Policy Review:**

The Volunteer Policy is reviewed every three years.

**Approved (insert date)**

**07/03/19**



**Steven Haby Secretary Library**



**Judith Buckrich PMI President**

