

State Library of Western Australia

VOLUNTEER POLICY

1. Purpose

To provide a framework for the relationship between volunteers and the State Library of Western Australia (SLWA).

2. Scope

This policy applies to volunteers and staff of the SLWA but is not applicable to work experience and student placements.

For the purposes of this policy, volunteering is defined as:

“time willingly given for the common good and without financial gain.”

(Source - Volunteering Australia – Definition of Volunteering)

The Western Australian Genealogical Society Inc. (WAGS) has a formal partnership with the SLWA for the provision of volunteers to provide clients with genealogical enquiry assistance.

3. Context

As a government agency, SLWA recognises the importance of volunteers and the valuable role they play.

Volunteers work alongside staff in designated volunteer positions, assisting the SLWA with both day to day activities and special projects and events to achieve organisational objectives. Volunteers undertake a variety of clearly defined tasks and shall be matched to these tasks according to their skills. Volunteers add value to the services the State Library provides and do not replace paid staff.

SLWA may, with consideration of available volunteers and skills, assign collection-based work for their associated partners or organisations where there is a strategic benefit to preserve and provide access to the diverse history of Western Australia through State collections and archives.

Volunteers are treated as staff regarding requirements for training and occupational health and safety, and they are covered by the SLWA's insurance policy.

4. Policy Statement

It is the policy of the Library Board of Western Australia that:

- ***The State Library shall provide a flexible volunteering environment to broaden the opportunities for volunteer involvement. Volunteers will be actively recruited for once off, long and short-term roles.***
- ***Volunteers will undertake a variety of clearly defined tasks and shall be matched to these tasks according to their skills. Volunteers add value to the services the State Library provides and do not replace paid staff.***

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- *The State Library shall provide ongoing training, support and supervision to enable volunteers to undertake the tasks to which they are assigned and will recognise the contribution they make.*
- *The State Library shall provide a safe workplace for volunteers and volunteers shall adhere to the State Library's Volunteer Code of Conduct and the State Library's occupational safety and health requirements.*

5. Responsibilities

Director Library Services (development, implementation and management of this policy).

6. References

- [Guidelines for Successful Partnerships between Public Sector Agencies and Volunteers – Department of Communities](#)
- [Definition of Volunteering - Volunteering Australia](#)
- Volunteer Code of Conduct

7. Authorisation and Review

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