

Volunteer Policy

Scope

This policy refers to volunteers working within DMU Special Collections

Core Principles

- A volunteer is defined as anyone carrying out a task at the direction of DMU Special Collections without expectation of financial reward and without entering a contract of employment
- DMU Special Collections acknowledges the important contribution of volunteers but notes that they can never replace the expertise of trained and employed staff
- DMU Special Collections aims to establish a mutually beneficial relationship with volunteers, to the gain of both parties

Selection

- Those interested in volunteering should contact staff to arrange an informal meeting to clarify interest and define expectation and commitment on both sides
- It is envisaged that volunteers will be drawn from the student body, providing them with work experience and the opportunity to gain new skills that will assist with their future employability. Interested external parties are welcome to apply but should note that priority for volunteer places will be given to students of DMU
- Special Collections has no obligation to accept every potential volunteer
- Selection of volunteers will take place within the scope of DMU's equality and diversity policy. Volunteers from a range of backgrounds are encouraged

Volunteer Agreement

- Special Collections staff and a new volunteer will both sign an agreement to define the reciprocal relationship between the volunteer and the staff member (see Appendix 1)

The volunteer will:

- agree to comply with University policies, codes of conduct and health and safety procedures
- uphold the mission statement and aims of DMU Special Collections and abide by in-house guidelines and procedures
- where possible, volunteer at regular times and for an agreed time period
- work under the supervision of a member of Special Collections staff
- undergo induction and training
- perform their duties diligently
- attend regular feedback meetings to discuss progress
- notify their supervisor of any problems or concerns and work with them to reach a solution
- be able to terminate their involvement at any time without notice
- respect the confidentiality or sensitivity of any specialist material they handle
- agree that the work they produce is the property of DMU

DMU Special Collections will:

- provide the opportunity to carry out interesting work of value to the personal development of the volunteer, which matches their existing interests but which also allows them the scope to develop and expand their skills
- provide induction, training in necessary professional skills and clear guidelines for each project the volunteer is involved with
- appoint a member of DMU Special Collections staff as supervisor
- support the volunteer with regular feedback meetings at which progress can be discussed
- keep a record of progress to assist the volunteer in their future career by outlining the skills used and developed during the project (see Appendix 2)
- provide appropriate working conditions
- ensure that the contribution of the volunteer is acknowledged
- provide appropriate indemnity cover
- reserve the right to terminate the volunteer's involvement at any time

Policy prepared by Katharine Short, Archivist, April 2016

Approved by Alan Brine, Head of Archives and Resource Management, and Interim Director of Library and Learning Services, April 2016

Review date: April 2018

Appendix One: Volunteer Agreement

Volunteer Agreement Form

As a volunteer, I will:	As the supervising member of staff, I will:
Where possible, volunteer at regular times and for an agreed time period	provide the opportunity to carry out interesting work of value to the personal development of the volunteer
work under the supervision of a member of Special Collections staff	provide appropriate working conditions
undergo induction and training	provide induction, training in necessary professional skills and clear guidelines for each project
perform my duties diligently	keep a record of progress to assist the volunteer in their future career by outlining the skills used and developed during the project
attend regular feedback meetings to discuss my progress	support the volunteer with regular feedback meetings at which progress can be discussed
notify my supervisor of any problems or concerns and work with them to reach a solution	provide appropriate indemnity cover
be able to terminate my involvement at any time without notice	reserve the right to terminate the volunteer's involvement at any time
agree that the work I produce is the property of DMU	ensure that the contribution of the volunteer is acknowledged
respect the confidentiality or sensitivity of any specialist material I handle	
comply with University policies, codes of conduct and health and safety procedures	
uphold the mission statement and aims of Special Collections and abide by in-house guidelines and procedures	

Volunteer Signature:

Staff Signature:

Appendix Two: Volunteer Progress Record Sheet



De Montfort University Special Collections
Volunteer Progress Record Sheet

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Date	Activity	Skills Used / Learned
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