

## Some basic points for Using Volunteers

1. Only library staff should have access to passwords for IMS, and if asked by administration to give those passwords up, politely decline, ask them to speak to Staff Association, and immediately call Staff Association to inform them of your problem.
2. Volunteers are not to have access to IMS passwords, or to IMS Circ. computers that have not been setup especially to make them as safe as possible from FOIP issues .
3. Volunteers may work in the library with library staff, doing those jobs the library staff deems appropriate.
4. Volunteers may do jobs in the library during the assigned times of the library staff member they are working for. At no time should volunteers be in the library without direct library staff supervision.

For more detailed information regarding the use of volunteers in the school, see the June 2003 edition of the Staff Association Newsletter.

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