

# Halifax Regional Municipality Archives Volunteer Policy

## **Policy Statement**

There are many needed and rewarding opportunities for volunteers to contribute to the mandate of the Halifax Regional Municipality Archives to preserve and provide access to the region's documentary heritage.

Volunteers supplement--rather than replace--work done by HRM staff. The Municipal Archives will manage projects with volunteers to the mutual benefit of all participants.

## **Objective**

This policy will provide staff and volunteers with guidance to ensure a safe, meaningful and productive volunteer experience at the Municipal Archives.

## **Scope**

This policy applies to staff and any volunteers at the Municipal Archives. Students on sanctioned practicum placements or internships may also be covered under separate agreements between HRM and the educational institution.

## **Pertinent Policies and Procedures**

- IM Facility Security Procedures
- other policies and procedures relevant to specific projects

## **Expectations of HRM Archives:**

The Municipal Archives will:

1. Engage selected volunteers for specific projects.
2. Give a general orientation session to familiarize them with the facility, safety and emergency procedures and expectations
3. Work with the volunteer to arrange a mutually beneficial project work-plan and schedule, and then give specific project-related training
4. Ensure volunteers are not given access to secure areas or computer networks.
5. Provide suitable space and equipment for the volunteer's project.
6. Reimburse volunteers for pre-approved, authenticated expenses incurred in the course of their project (eg. photocopies made at another research facility). No other expenses will be covered.
7. Include volunteers in appropriate training or development activities when resources and requirements permit.
8. Keep accurate, confidential records of the dates worked, duties performed and work evaluations.
9. Will evaluate the project, in consultation with the volunteer.

10. Make opportunities to publicly acknowledge and thank volunteers for their efforts.
11. Use volunteer hours as in-kind contributions for funding applications.
12. Will provide references for work undertaken by volunteers
13. The Municipal Archives may end the volunteer project at any time.

### **Expectations of Volunteers**

1. Volunteers are asked to submit a resume and written indication of their motivation for volunteering, the type of work they would like to do, the dates and times they are available.
2. The Municipal Archives and approved volunteer will arrange a mutually beneficial project work-plan and schedule.
3. Volunteers will sign HRM's Confidentiality Agreement and Informed Consent Waiver.
4. Volunteers will keep a time-sheet to record the total time taken on a project.
5. Volunteers are encouraged to let their supervisor know when they must miss a pre-arranged commitment.
6. Volunteers may end the volunteer project at any time.

### **Project Priorities for Volunteers**

The Municipal Archives will suggest projects for volunteers that:

- fit in with the Archives' work-plan and priorities
- challenge but do not exceed volunteer's capacity
- take into consideration the volunteer's interest, skills and development plan

### **Roles and Responsibilities**

Municipal Archivist will encourage, vet, oversee, and supervise volunteer projects, and regularly assess and acknowledge volunteer efforts

Volunteers will follow HRM policies and procedures as explained through orientation and supervision.

### **Review**

This policy will be reviewed every five years by the Municipal Archivist. Comments or concerns should be directed to the Municipal Archivist.