



# Archives Volunteer Policy

Type of Policy: Archives

SUBJECT: Archives Volunteer Policy				
NEW	APPROVED	EFFECTIVE DATE	REVISED	POLICY NUMBER
June 2020	Sept. 16, 2020	Immediate	Sept. 13, 2020	11

## Policy

The Congregation of the Sisters of St. Joseph in Canada Archives accepts students and graduates from library and information science or archival studies programs to participate, on a volunteer basis, in both an archives practicum and medical artifacts cataloguing project. The practicums provide hands-on work experience to participants. Each archives practicum and medical artifacts cataloguing project is approximately fourteen weeks in duration, or one school term, and runs for three hours per week.

## Definitions

**Volunteer:** A person who willingly undertakes an activity without coercion and without being paid.

**Practicum:** A structured hands-on learning opportunity in which participants are provided with training, critical feedback, job references, and ongoing mentorship at the completion of training.

## Procedure

To be considered for either program, applicants must submit a resume and take part in an interview in advance of the start date to determine suitability. Eligible applicants are selected based on the resume and interview. If practicum spots are available to be filled, postings will be made to the University of Toronto iSchool job site. Should all the spots be filled, applicants will be placed on a waiting list for the next program session.



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All participants must complete and return a signed and witnessed copy of the *Volunteer Agreement* and *Volunteer Waiver* before beginning their program.

Successful participants will be given training on the Accessibility for Ontarians with Disabilities Act (AODA), Workplace Hazardous Materials Information System (WHMIS), and the Occupational Health and Safety Act (OHSA). They will be provided with the *Orientation Manual* and take part in an orientation session. For the archives practicum, participants will be given a practicum syllabus, as well as the *Archives Processing Manual*. For the medical cataloguing project, participants will be given the *Medical Artifacts Collection Cataloguing Manual*.

Each participant will be supervised by the Congregational Archivist. Participants take part in an exit interview and are given an evaluation and an opportunity to provide feedback on their experience. The Congregational Archivist will be available to provide post-practicum support such as resume review, ongoing mentoring, letters of support, and references.

Participants who must miss a session due to illness or a family commitment must arrange with the Congregational Archivist to make up the hours on another day. Any participant who misses more than three weeks in total, will be asked to withdraw from the practicum.

Should the participant experience a problem, this should be discussed with the Congregational Archivist. If the participant does not feel the problem is resolved, they may discuss it with the Leadership designate appointed to supervise the Congregational Archivist or decide to leave the practicum. If the Congregational Archivist feels the participant is not fulfilling their commitments, this will be discussed with the participant to find a solution, including more training, reassignment of tasks, or other remedies including terminating the practicum.



## Archives Volunteer Policy

The Archives observes and upholds the *Ontario Human Rights Code* by prohibiting discrimination under the *Code* in accepting applicants for practicums and while at the workplace. We do not tolerate harassment or unwelcome comments or actions. We provide equal rights and opportunities for all volunteers.

### **Review**

This policy will be reviewed every three years.

### **Benchmarks:**

This policy is effective if volunteers are provided with ethical practicum opportunities in which there is a fair exchange of training for labor. It is also effective if the congregation is protected from liability risk.

### **Responsibility**

This policy is owned and supported by the Congregational Leadership Circle. The Congregational Archivist is responsible for the management and support of this policy. Archives staff is responsible for selecting and supervising volunteers, providing training including on safety and archival procedures, and maintaining application and training files. Archival staff is also responsible for ensuring training manuals and materials are up-to-date.

## Documentation

Accessibility for Ontarians with Disabilities Act (AODA)\

Workplace Hazardous Materials Information System (WHMIS)

Occupational Health and Safety Act (OHSA)

The Ontario Human Rights Code

Volunteer Agreement

Volunteer Waiver

Orientation Manual

Archives Processing Manual

Medical Artifacts Collection Cataloguing Manual

## References