

# Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

**Section:**  
Personnel

**Number:**  
F-VIII-1

**Title:**  
Student Placements

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**Adopted:** December 2012

**Reviewed:** January 2019

**Revised:** July 2016

## Policy

The Library is committed to the utilization of all available resources to further its goals. It has been demonstrated that students can enrich library services and inform the public about Library services. Students seeking a placement at the library will be considered for a co-op or practicum placement. Students will only be used by the library to enrich Library services and may be used to free up skilled, paid staff for other duties. Students will not be used in place of paid staff.

## Procedures

1. Students must apply for a co-op placement, practicum or as a volunteer by submitting a resume or [volunteer application](#) to the CEO.
2. The CEO will be responsible for selecting, interviewing, assigning and terminating students and will ensure the student has a specific paid staff member to whom he or she reports and with whom to discuss any issues arising.
3. The CEO will ensure that a placement contract is developed with the student in conjunction with the academic institution. The contract will state the dates of the placement and will outline placement goals and review dates during the placement. A copy of the contract will be retained in the student's personnel file.
4. The CEO shall ensure that time is spent with new students during the first days on the job, for:
  - a.) an orientation to the Library, services and organizational structure. As part of the orientation, the student will be required to complete all training mandated by legislation (e.g. AODA, WHMIS etc.)
  - b.) a detailed examination of the student's learning contract and the Library's Policies and Procedures, with specific attention to the personnel policies.
  - c.) step-by-step training on procedures for specific tasks, as assigned.

Completion of the orientation will be documented in the student file.

5. At least one interim evaluation will be completed during the placement and a final evaluation will occur at the end of the placement. Evaluations will be completed in conjunction with the student and the Field Supervisor from the academic institution or professional body. Although it

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is recognized that the evaluation is the property of the student and their respective educational institution, whenever possible, a copy will be requested to complete the student's personnel file.

6. The library reserves the right to terminate a placement with just cause prior to the scheduled end of the placement. This will be done only as a last resort and in consultation with the Field Supervisor from the academic institution or professional body.
7. It is the student's responsibility to ensure transportation to and from the library for scheduled work. The student will be assigned work hours consistent with those of other library staff (i.e. may include evenings and weekends).
8. It is the responsibility of the educational institution to ensure liability insurance is in place to cover the duration of the placement.
9. Students under the age of 18 years are not eligible for a police records check and as such will not be assigned tasks where they are alone with children or other vulnerable populations or will not be given the responsibility of handling library funds.