

Section of Manual Gravenhurst Public Library	Effective Date: January 17, 2007
Subject Shut In Service	Policy No. 32. a.

POLICY

To provide shut in service to library patrons whose mobility is restricted.

PURPOSE

To ensure that library patrons whose mobility is restricted are able to access library materials and services.

PROCEDURE

- Patrons who register for the Shut In Service will be provided library materials and services in their homes by library staff and by volunteers. Library staff will direct the shut in service. Volunteers will deliver library materials to registered patrons in their homes.
- Profiles will be kept of patrons who register for the Shut In Service and of volunteers who deliver library materials.
- Volunteers assisting with the Shut In Service must have Criminal Reference checks performed and must sign a Confidentiality Statement.
- The Shut In Service will be advertised in the community.



Gravenhurst Public Library

180 Sharpe St. West

Gravenhurst, ON.

P1P 1J1

www.gravenhurst.ca/library

Volunteer Confidentiality Statement

The Town of Gravenhurst and its Employees, Committees and Volunteers adhere to the requirements of the **Municipal Freedom of Information and Protection of Privacy Act**,

I, _____, am a Volunteer working as a Citizen Member of the Corporation of the Town of Gravenhurst's Public Library.

I HEREBY ACKNOWLEDGE AND UNDERSTAND THE FOLLOWING:

THAT the Municipal Freedom of Information and Protection of Privacy Act provides that all persons appointed or chosen under the authority of a municipal council are governed by the said "Act" and includes citizen members of committees appointed by Council from time to time.

THAT the Municipal Freedom of Information and Protection of Privacy Act, Section 48, provides for penalties for contravention of the said Act.

I FURTHER ACKNOWLEDGE AND UNDERSTAND THAT in the course of carrying out my volunteer role, I will have access to and will be dealing with records containing confidential information and/or personal information which reveals the identity of the person who is the subject of the record or the identity of a person who has provided information about the subject of the record.

I HEREBY AGREE to hold such information confidential and, except as may be legally required, will not disclose or release it to any person at any time without proper consent or authorization.

I FURTHER AGREE to take appropriate security measures to prevent unauthorized access to confidential information.

I PROMISE TO HOLD CONFIDENTIAL ALL MATTERS THAT COME TO MY ATTENTION WHILE SERVING AS A VOLUNTEER FOR THE GRAVENHURST PUBLIC LIBRARY.

I WILL KEEP CONFIDENTIAL THE PRIVATE INFORMATION OF PERSONS WORKING IN AND USING THE LIBRARY.

DATED at the Gravenhurst Public Library this _____ day of _____, 20_____.

Volunteer Signature

