

## University of Glasgow Archive Services & Special Collections

### Volunteer Policy

University of Glasgow's Archive Services and Special Collections are committed to providing a variety of work experience opportunities and to enhancing the employability of University of Glasgow graduates. However, we receive a large number of speculative applications each year and we regret that we cannot accommodate all requests. This document sets out our current policy on non-salaried voluntary work opportunities.

No volunteer will be accepted unless a mutually beneficial arrangement is agreed where the requirements of both the volunteer and the supervising staff can be met. No volunteer will be assigned to a 'make-work' position.

Voluntary opportunities will usually be advertised via the University Careers Service Club 21 scheme. Speculative enquiries will not usually be accommodated.

It should be noted that priority over volunteers is given to formal work placements as requested by academic departments as part of taught postgraduate courses; these are separately administered.

#### **1. Definition**

**Volunteer:** anyone who without compensation or expectation of compensation beyond reimbursement of legitimate expenses, performs a task at the direction of and on behalf of Glasgow University Archive Services/Special Collections. A 'volunteer' will be officially accepted and inducted prior to performance of any task. Volunteers shall not be considered as 'employees' and will not for example be eligible to apply for internal only job vacancies.

#### **2. Recruitment and selection**

Recruitment will be at the discretion of the managers of Archive Services and Special Collections. The University's Equal Opportunities policies and procedures will be thoroughly considered in making every such recruitment and selection decision.

Nevertheless to assist with the employability of University of Glasgow students, where possible, priority will always be given to them in devising volunteer opportunities.

**The Recruitment opportunities and methods of application for the current year will be posted on our websites.**

## **2.1. Types of volunteers**

### **2.1.1. University of Glasgow students**

Priority will be given to University of Glasgow undergraduates and postgraduates. Recruitment will normally take place through the University Career Service Club 21 placement programme.

Speculative applications from students who wish to volunteer will not normally be accepted. (See sections 2.1.2 Special circumstances and 2.1.2 Specific skills.)

### **2.1.2. Special circumstances**

In appropriate exceptional circumstances speculative applications MAY be considered, dependent on the availability of suitable tasks and supervisors at the time of application.

### **2.1.3. Specific skills**

Where an individual has a specific skill or knowledge that they believe could be useful to us, such applications MAY be considered. This will be dependent on the availability of suitable tasks at the time of application. Please contact us for a specific skills application form.

## **2.2. Job descriptions**

A job description and person specification will be created for all advertised volunteer opportunities.

## **2.3. Disclosure and references**

We have a wide customer base and therefore appointment to specific types of volunteer or placement may be subject to a successful report from Disclosure Scotland. Disclosure Scotland clearance will be sought dependent upon the requirements of the post to be held. Applicants who refuse to undergo a Disclosure check will therefore not be suitable for appointment. Personal, employment and/or educational references will always be requested.

## **2.4. Interviewing**

Prior to being appointed to a position, all volunteers will be interviewed to ascertain their suitability for and interest in that position. The interview will determine the qualifications of the volunteer, their commitment to fulfil the requirements of the position, and will answer any questions that the volunteer might have about the position.

## **2.5. Acceptance, appointment and induction**

Service as a volunteer shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by the managers of Archives and/or Special Collections. No volunteer shall begin performance of any position until they have been officially accepted for that position and have completed all necessary screening and paperwork. At the time of final acceptance, each volunteer shall complete all necessary enrolment paperwork and receive appropriate induction training.

## **2.6. Confidentiality and compliance**

Appointees shall be required to sign an agreement stating that they will comply with the University's policies and procedures, particularly in regard to safety, confidentiality and use of computers.

## **2.7. Probation and length of service**

A period of probation, and set length of service should be agreed prior volunteering beginning. This will be communicated in writing as appropriate.

## **2.8. Absence**

It is expected that all planned periods of absence will be communicated to supervisors in advance. The reasons for sudden absence should be communicated to the supervisor as soon as possible. Continual absenteeism without appropriate justification may result in a review of the term of service or the termination of the volunteer opportunity.

## **3. *Training and development***

### **3.1. Induction**

All volunteers will receive induction suitable for their position.

### **3.2. Training and conference attendance**

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their assignment. The timing and methods for delivery of such training will be appropriate to the complexity and demands of the position and the capabilities of the individual. Requests or requirements for additional training or conference attendance will be assessed on a case by case basis.

### **3.3. Volunteer career paths**

If appropriate, volunteers are encouraged to grow and develop their skills, and will be assisted to assume additional and greater responsibilities. In these circumstances Archive Services and/or Special Collections will maintain records of progress to assist the volunteer in future career opportunities, both paid and volunteer.

## **4. *Supervision and Evaluation***

### **4.1. Volunteer supervision**

Each volunteer will be clearly allocated to an individual staff member for supervision.

Since individual staff are in a better position to determine the requirements of their work and their own abilities, no volunteer will be assigned to work with a staff member without the consent of that person. Since volunteers are considered a valuable resource, staff are encouraged to seriously consider creative ways in which volunteers might be of service.

### **4.2. Lines of communication**

The supervisor will be responsible for keeping the volunteer up to date with departmental circulars and activities as appropriate. Individuals should also take responsibility for keeping themselves informed.

Volunteers will be made welcome at staff meetings should they be able to attend.

### **4.3. Performance review**

All volunteers and placements will have access to a formal performance review as appropriate to the nature and duration of their post.

#### **4.4. Corrective action**

In appropriate situations, corrective action may be taken following a performance review. Examples of corrective action include the requirement of additional training, re-assignment of a volunteer to a new position, suspension of the volunteer, or dismissal from volunteer service.

#### **4.5. Disciplinary Procedures**

Volunteers who do not adhere to relevant rules and procedures or who fail to satisfactorily perform their assignment may be subject to disciplinary procedures which could result in dismissal. No volunteership will be terminated until the individual has had an opportunity to discuss the reasons for possible dismissal with the departmental manager. The provisions of the University's Disciplinary Procedure will be taken into account where relevant.

#### **4.6. Concerns and grievances**

Archives Services and/or Special Collections will seek to resolve any grievances raised informally. Where this is not possible the provisions of the University's Grievance Procedure will be taken into account when resolving the issue.

#### **4.7. Ending the period of service**

Although a length of voluntary service will be agreed, volunteers may resign from their service at any time. It is requested that anyone who intends to resign provide advance notice of their departure and a reason for their decision.

Archives and/or Special Collections will undertake to give at least one week's notice of ceasing the arrangement and to give a full explanation of the reasons.

### **5. *Support***

#### **5.1. Access to property and materials**

As appropriate, volunteers shall have access to University property and materials necessary to fulfil their duties, and shall receive training in the operation of any equipment.

#### **5.2. Insurance**

The University's insurance policies cover volunteers.

### **6. *Intellectual property***

#### **6.1 Ownership of work**

Work produced as a result of volunteering in Archives and/or Special Collections is the property of the University of Glasgow. Volunteers are welcome to keep copies of work they have produced for their own use (eg. as evidence of work undertaken).

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