



Volunteers are a valuable and valued resource. By offering their time to tasks and programs at the Library, they allow us to better serve the Town of Huntsville. As such, Huntsville Public Library participates in volunteer recognition to acknowledge their contributions and dedication.

### **Guidelines**

The Library will recognize hours and years served for involvement in tasks, programs and events.

Recognition will be given in the following manner:

- General volunteer recognition event: At the Library's discretion, the Library may elect to host an event such as an appreciation dinner or a volunteer day.
- Years of Service Recognition Pins: Volunteer are awarded to volunteers to the Library in honour of the hard work and many hours of service. The number of years of service for which the pins are award are as follows:
  - 5 year
  - 10 years
  - 15 years
- Certificate of Appreciation: Certificates of appreciated will be awarded with PINs and any other recognition formats.
- A one-time honorarium or participation gift subject to individual circumstances for involvement in a specific program or event at the discretion of the Community Development Coordinator or the CEO/Chief Librarian.
- Library Board members who leave the Board during their first term appointment or at the end of their first term appointment will have a book (with a bookplate) added to the Library collection in honour of their dedicated service. The Board member may select the title. Library Board members leaving the Board who have served extended terms on the Library Board will also receive a one-time honorarium (not less than a cash value of \$50 and not to exceed \$100) at the discretion of the Library Board Chair.
- General recognition: hours and years of volunteer service will be acknowledged through the local media (e.g. a press release).