

POLICY: **STUDENT WORK PLACEMENT**

POLICY #: **B-OP-18**

COMMITTEE:	Library Board	PASSED:	August 2000
TOPIC:	Operating Policies	AMENDED:	25 February 2016
		REVIEW PERIOD:	As required.

PURPOSE

This policy acknowledges that the Library can play a role to assist students from institutions within the community in gaining valuable work experience.

POLICY

The Library supports the temporary placement of students who are seeking to gain work experience within the community.

Requests from agencies, for example, the North Vancouver School District, Capilano University, Langara College and University of British Columbia, seeking to provide a work experience for one of their students shall be evaluated by a Library Manager.

A Library Manager will accommodate requests for student placement according to established criteria, and in order of request.

Students must complete a Criminal Record Check before commencing their placement.

Students granted a student work placement shall perform Library duties on a volunteer basis.

All potential placements require approval of the Director of Library Services.

RESPONSIBILITY

The Board is responsible for maintaining this Policy.

The Director of Library Services is responsible for administering this Policy.