

# Chatham-Kent Public Library

## Co-op Placement Policy

### Purpose

Chatham-Kent Public Library (CKPL) is committed to providing opportunities for lifelong learning, making connections within the community and providing an environment for information and inspiration where learning can flourish.

Providing co-operative learning and/or job shadowing opportunities helps to build a stronger Chatham-Kent by building an educated workforce. Partnering with educational institutions provides CKPL with the opportunity to promote the library field as an interesting and viable career option. As well, it allows CKPL to interact and communicate with an important demographic group in the community.

CKPL partners with local School Boards that offer co-operative education programs, Colleges that offer Library Technician programs and Universities that offer MLIS degrees. These placements can vary in length of duration.

### Co-op Placements

CKPL accepts co-op placements under the following terms:

- A Police Check (dated within the last six months) is required for all co-op placements for those over the age of 18. Any associated costs for the Police Clearance remains the responsibility of the student.
- All placements must complete the mandatory Municipal training component in order to be a successful candidate for working with CKPL.
- Co-op placements may be terminated due to an individual's inability to perform work, or if library rules or Rules of Conduct are broken.
- The Library reserves the right to limit the number of co-op placements within the system and the number of hours worked at any time.
- Co-op placements must adhere to all CKPL policies, procedures and guidelines.
- Co-op placements are expected to accept direction from the designated staff contact.
- In accordance with the co-operative education guidelines, the co-op placement will receive regular feedback on their progress and will be evaluated based on guidelines supplied by the schools or agencies. The assigned supervisor will complete the formal evaluations.
- It is understood that co-op students are generally unpaid unless otherwise specified.
- The co-op placement will not displace any present employee and will not be used to fill-in for bargaining unit members who are ill or on vacation.
- At no time will a Co-op placement be left without supervision.
- The Co-op placement is expected to observe and participate where appropriate under the direction of the designated staff contact.

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Background Documents: Co-op Job Placement: Job Description, Volunteer Policy

For more information or alternative formats of this document, please email [cklibrary@chatham-kent.ca](mailto:cklibrary@chatham-kent.ca).