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**How to Become a Community Volunteer at the Library**

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**#1 Meet the Requirements**

You must be:

- At least 14 years of age.
- Able to communicate in English.
- Available for 3 months of volunteer service within a calendar year.

**#2 Apply Online**

- Visit [www.icanhelp.richmond.ca](http://www.icanhelp.richmond.ca) and click on Volunteer at Richmond Public Library on the home page to access the [library's volunteer application](#).
- Complete the Richmond Public Library (RPL) volunteer online application. After you have created your account, you will receive a confirmation email.

**#3 Attend a One-on-One Interview & Orientation**

- Before your interview, please fill out the Volunteer Agreement, Volunteer Reference Check, and Photo Waiver. These forms can be found on the dashboard of your iCanhelp account. Please bring your completed forms to the interview.
- The interview and orientation will take about 30-40 minutes.

**#4 Complete a Criminal Records Check**

- Richmond Public Library requires a Criminal Records Check to be performed on all library volunteers. This check is intended to protect you, our community, and the library.
- At the time of the interview you will complete a Criminal Records Check. Please bring your driver's license or a BC photo ID with you. A Criminal Records Check is free.
- Volunteers under 19 must have a parent sign the Criminal Records Check application form.

**#5 Apply for a Position**

- Once you have successfully completed the above steps you will be referred to opportunities you might be interested in through your iCanhelp account.
- Sign up for the positions you are interested in, and staff will send you an email confirming that you have been placed with a particular position.

**#6 Volunteer Training**

- All RPL volunteers participate in training prior to starting any volunteer position. Each training session varies depending on the type of program you volunteer at.

For all inquiries, email [volunteer@yourlibrary.ca](mailto:volunteer@yourlibrary.ca)