

# West Slope Library Volunteer Agreement

I understand that I have the right to a safe working environment. It is also my responsibility to work safely within that environment. I will follow the directions of staff and work in the space safely to reduce the risk of accidents and injuries. I will immediately report any accidents, near-accidents, or personal injuries resulting from volunteer work to the Volunteer Coordinator or the Library Supervisor.

I certify that I can perform the tasks required of me as a volunteer. If my ability changes, I will communicate this immediately to the Volunteer Coordinator.

I have read the *Volunteer Services Manual* and library's *Code of Conduct*. I understand that harassment or discrimination of any kind will not be tolerated. I will treat patrons, fellow volunteers, and staff with respect and kindness. If I am subject to harassment or discrimination, I will report it immediately. If I witness harassment or discrimination happening, I will report it immediately.

I acknowledge that the library's resources and services are valuable assets to our community that should be utilized with respect and care. I will refrain from misusing library resources and services as outlined in the *Use of Personal Library Cards and Materials by Library Volunteers* policy. Further examples of misuse include but are not limited to:

- Leveraging my volunteer position for my own benefit or for the benefit of friends, family, or other patrons.
- Accessing library resources and services as a patron during my volunteer shift.

- Accessing staff/volunteer resources and spaces outside of scheduled/planned volunteer shifts.

I have read the *WCCLS Privacy Statement*. I understand that maintaining patron, volunteer, and staff privacy and confidentiality is essential. I agree to protect the privacy and confidentiality of all library users (whether patrons, volunteers, or staff) by not discussing what library materials they are accessing, and by not discussing their library activities, both during my volunteer shift at the library, as well as outside of the library. I will not share the schedules with anyone outside of the library. I will never share personal information of fellow volunteers or staff. I understand that confidentiality is of utmost importance to West Slope Library.

I agree to follow all instructions from the Volunteer Coordinator, Library Supervisor, or library staff.

Print Name \_\_\_\_\_

Sign \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_