

Library Volunteer Agreement and Code of Conduct Form

Please complete this form, print it, and return it to the Library Volunteer Coordinator.

Volunteer Information

Full Name:

Street Address:

City, State, Zip Code:

Phone Number:

Email Address:

Emergency Contact Information

Emergency Contact Name:

Relationship to Volunteer:

Emergency Contact Phone Number:

Volunteer Code of Conduct

As a volunteer for the library, I agree to the following standards of conduct:

- I will behave in a professional, courteous, and respectful manner toward library patrons, staff, and other volunteers.
- I will respect the privacy of all library users and keep all patron records, borrowing habits, and personal information strictly confidential.
- I will be dependable and punctual for my scheduled shifts, and notify my supervisor as soon as possible if I cannot attend.
- I will follow library policies, safety guidelines, and instructions provided by library staff.
- I will not represent myself as a spokesperson for the library to the media or public unless authorized to do so.
- I understand that library volunteering is at-will and may be terminated by either the library or myself at any time.

Agreement and Signatures

By signing below, I acknowledge that I have read, understood, and agree to abide by the Library Volunteer Agreement and Code of Conduct.

Volunteer Signature (Sign after printing):

Printed Volunteer Name:

Date:

Parent or Guardian Consent (If volunteer is under 18)

I give permission for my child to volunteer at the library and agree to the terms listed above on their behalf.

Parent/Guardian Signature (Sign after printing):

Printed Parent/Guardian Name:

Date: