

RIGHTS AND RESPONSIBILITIES

Library Volunteers have the right to:

- Expect tasks that are meaningful to the Library.
- Be given appropriate assignments based on skills, interests, availability and training.
- Receive adequate orientation and training for any assignment accepted.
- Receive clear instruction and guidelines about assigned tasks.
- Be treated as a meaningful member of the Library team.
- Be informed of changes in policies or procedures that may affect volunteers.
- Say “no” when unable or unwilling to volunteer for a task.
- Expect a physically safe work environment free of harassment and hostility.
- Receive feedback and evaluation on performance.
- Be recognized for their donation of time and talent to the Library.

The San Juan Island Library has the right to:

- Decline acceptance of a prospective volunteer if the person seems unsuitable for the available position.
- Release a volunteer if their work is deemed unacceptable, or when their skills do not fill a need in the Library, or when volunteer work is unavailable.
- Require a background check of volunteers working with vulnerable populations.

San Juan Island Library volunteers have the responsibility to:

- Report for duty promptly, check in with the appropriate staff upon arrival
- Record their time on the log if asked to
- Inform their Volunteer Liaison as soon as possible if unable to work as scheduled.
- Perform duties to the best of their ability
- Use time wisely and not interfere with the performance of others.
- Wear a Library volunteer nametag.
- Dress appropriately and be well-groomed.
- Adhere to Library rules, policies and procedures.
- Maintain confidentiality of patrons.
- Refrain from sharing religious, political, social or other personal views with the public.
- Seek guidance of staff if unsure of duties.
- Cooperate with staff and fellow volunteers and maintain a positive attitude.
- Work within the scope of the volunteer responsibilities.
- Give notice upon ending volunteer service.

I understand and agree to comply with all responsibilities listed above.

Volunteer's Signature

Date

Guardian's Signature (if under 18)

Date