

Volunteer Agreement

Welcome to the Chesterfield Township Library. Volunteers provide important support for the library's mission.

The library agrees to:

1. Provide the volunteer with a safe work environment.
2. Provide supervision and training by a member of the library staff who will answer questions and provide feedback.
3. Recognize the contributions of volunteers.

As a volunteer, I agree to:

1. Accept the guidance and decisions of the staff.
2. Recognize the distinction between library staff and volunteers and stay within the bounds of volunteer responsibilities.
3. Always wear a volunteer badge.
4. Report on time as scheduled and check in with the staff upon arrival at work; inform my supervisor as soon as possible if I am unable to keep my schedule; notify my supervisor if I need to take an extended leave or if I wish to resign.
5. Record volunteer hours on the volunteer time sheet.
6. Dress appropriately and act courteously to patrons and employees. (The library is a public place where attitude and appearance are important.)
7. Maintain the dignity and integrity of the library.
8. Respect the confidentiality of Library business, including the privacy of patrons' identities and reading selections.
9. Adhere to Michigan Library Laws.
10. Waive and hold harmless the library from any liability occurring from an accident resulting in an injury or damage to personal property.

The volunteer relationship is for an indefinite period of time and can be ended at any time.

Volunteer Signature

Date

Staff Signature

Date

Please read, sign, and return with your volunteer application.