

VOLUNTEER AGREEMENT

The following agreement lists what the library expects and needs from library volunteers:

- Volunteers must complete tasks that are given to them in an efficient and timely manner. Volunteers have certain jobs put aside for them, and it is very important that they are completed as quickly and correctly as possible.
- When a volunteer is scheduled to work, it is not a time to socialize or read.
- If a volunteer cannot come at their regularly scheduled time, they must enter when they will be away in the calendar and inform the volunteer coordinator, director or assistant director in advance. If it is an emergency, a full time staff member may be reached at 302-227-8044 ext 108 for library director, 107 for assistant director, 109 for program coordinator, 106 for Youth Services.
- Appropriate dress is very important in a business environment. Please dress neatly and professionally.
- All questions and problems that patrons may have should be referred to a staff member.
- We feel that a commitment of at least 2 months is necessary for training. You must be able to accept this commitment. Job performance is reviewed by the director. If you are uncomfortable with the duties expected of you, or if the director feels your work to be unsatisfactory, this agreement may be canceled. Any problems or concerns should be brought to the attention of the director or assistant director.
- All Youth Volunteers must agree to and pass a criminal background check.