

## **Volunteer Agreement**

## The Whatcom County Library System agrees to provide:

- 1. A clearly defined job description.
- 2. Orientation to the library and library volunteer procedures.
- 3. Updates on changes that affect you and/or your assignment.
- 4. Training and support by library staff.
- 5. Cooperative working relationship between staff and volunteers.
- 6. Feedback on volunteer's performance.
- 7. Respect and recognition of the value and contributions of volunteers.

## As a volunteer, I agree to:

- 1. Fulfill the duties outlined in the job description in a professional manner.
- 2. Be reliable, punctual and ready to work.
- 3. Notify my supervisor/team leader as soon as possible if delayed, sick or unable to work.
- 4. Keep a record of my hours by signing in at the designated location.
- 5. Maintain confidentiality of all proprietary or privileged information whether this information involves an individual staff member, volunteer, library user, or involves library business.
- 6. Be a team player and to make suggestions and ask the staff when I have questions.
- 7. Abide by all library policies and procedures, which include a Washington State background check. I understand that I may be terminated for not complying with these guidelines.

Signature of Volunteer	Date
Signature of WCLS Contact Person	 Date