



Volunteer Agreement

- I agree to arrive at my scheduled time (if provided) and be prepared to complete the volunteer assignment given to me.
- I agree to notify staff when I arrive and when I leave as well as log my volunteer hours on the appropriate log.
- I agree to be appropriately dressed.

All volunteers are expected to be neat, well-groomed and to wear suitable, clean clothing. The following are examples of appropriate attire to wear when volunteering.

- Dress shirts, blouses, sweaters, turtlenecks, polos.
 - Dress slacks or capris, khakis, dockers, cords.
 - Dresses or skirts, knee length or longer
 - Leggings paired with a dress or skirt.
 - Dress shoes, flats, loafers, slip-on canvas type shoes that are clean and portray a professional appearance.
 - Jeans that are clean and without holes, rips or frayed edges.
 - T-shirts may be provided for specific volunteer positions
- Volunteers may not wear flip-flops. Sandals are prohibited in positions that work with carts and materials.
 - All volunteers will be provided a volunteer badge that must be worn and visibly displayed at all times while on volunteer duty.
 - I agree to notify the supervisor of the department I am volunteering in if I am unable to volunteer as scheduled. Repeated missed shifts with or without notification may void the volunteer agreement and I understand that I may be asked to not fulfill my volunteer responsibilities.
 - I agree to stay home if I am ill.
 - This includes but is not limited to running a fever, cough, muscle or body aches, headaches, sore throat, congestion or runny nose, etc. The CDC recommends individuals to stay home for 24 hours after fever, vomiting, etc.
 - I agree to a background check if one is required for the volunteer position. I understand that I will be notified if a background check is required and it will be completed by a third party vendor. The background check will be used to check for criminal records and / or sex offender registry. If the background check yields questionable results, I understand a decision will be made by the Library

Directors on my suitability as a volunteer. I understand that I will receive notification of the decision. Under no circumstances will the library knowingly have a convicted sex offender as a volunteer. This is for the safety of library patrons and staff.

- I understand that I am not an employee of the Salina Public Library and that any and all duties that I perform as a volunteer are free of charge and will not result in payment of any kind.
- Preferred minimum age for volunteers is 16, except for those participating in the VolunTeen program. Children 5 years of age and older may volunteer with a parent or guardian. The parent or guardian must be present with the child at all times.
- With the opportunity to volunteer for the Salina Public Library, I fully and completely release the Salina Public Library, the library board and library employees from any and all claims, demands, and liability of every nature and description that may arise by being allowed to volunteer for the Salina Public Library.
- I understand that the library does not fulfill court-mandated community service hours.
- I agree to maintain the highest level of discretion in regards to confidential information, files or personal data on the library patrons and staff. I understand that a breach of confidentiality is grounds for immediate dismissal from the library volunteer program.

****Note**** The library will utilize volunteers as needed.