



Volunteer Agreement

- I agree to arrive on time and be prepared to complete the volunteer assignment given to me.
- I agree to notify staff when I arrive and leave as well as log my volunteer work on the appropriate file.
- I agree to be appropriately dressed.

All volunteers are expected to be neat and well-groomed and to wear suitable, clean clothing.

The following are examples of items of appropriate items to wear when volunteering:

- Dress shirts, blouses, sweaters, turtlenecks, polos.
 - Dress slacks or capris, khakis, dockers, cords.
 - Dresses.
 - 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, without holes and appropriate for the workplace.
 - T-shirts may be provided for specific volunteer positions.
- Volunteers may not wear flip flops. Sandals are prohibited in positions that work with materials.
 - All volunteers will be provided a name tag that must be worn and visibly displayed at all times while on duty.
 - I agree to notify my supervisor if I am unable to volunteer as scheduled.
 - 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.

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 duties I perform are as a volunteer, free of charge.
- Preferred minimum age for volunteers is 16, except for those participating in the VolunTeen program. Children 5 years 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 regard to confidential information, files, or personal data on library patrons and staff.

Note: The library will utilize volunteers as needed.