



**ROSEVILLE PUBLIC LIBRARY
VOLUNTEER AGREEMENT**

Last Name First Name

Department Assignment Job Title

Volunteering at the Roseville Public Library provides important support for the library’s mission of enriching lives by actively connecting people with an engaging variety of collections, activities, services, and environments.

The Roseville Public Library agrees to provide:

1. A clearly defined job description.
2. Orientation to the library and library policies.
3. Mentoring, training, and support by library staff or designee.
4. A safe workplace.
5. Respect and recognition of the value and contributions of volunteers as well as a cooperative working relationship between staff and volunteers.
6. Feedback and evaluation of the volunteer assignments to improve programs.

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. Keep a record of my hours and wear my volunteer badge.
4. Notify my supervisor/team leader as soon as possible if delayed, sick or unable to work.

Supervisor/team leader phone/e-mail

5. Maintain confidentiality of all proprietary or privileged information whether this information involves an individual staff member, volunteer, library customer, or involves library business.
6. Be a team player. I will make suggestions and ask the staff when I have questions.

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7. Attend the following outlined training schedule and commitments:

- Two (2) **one hour training sessions** on _____
and _____ at _____ a.m./p.m. at the _____
Library.

- An **on-site orientation** at the Roseville library location of choice on
_____ at _____ a.m./p.m.

- Observe a staff member conduct a story time for four consecutive weeks,**
beginning _____ at _____ a.m./p.m. at the
_____ Library.

- Solely lead a story time series for four weeks** at a future date. This is to be
completed within a period of 2 months, pending Library scheduling.

7. Abide by all the policies and procedures set by the Roseville Public Library and the City of Roseville. I understand that I can be let go at any time for not complying with the set guidelines.

Volunteer Signature _____ Date _____

Volunteer Coordinator/Supervisor _____