



Student Volunteer Agreement

Welcome and thank you for your interest in being part of the Vaughn Public Library. Volunteers play an important role in making the library a great place to be. The time you spend volunteering benefits the Library, the Community and You! The Vaughn Public Library has high expectations for student volunteers. The following guidelines ensure a successful experience for the volunteer and the library.

- The student must be at least age 12
- The student and a staff member work together to arrange specific volunteering times. A typical schedule might be one or two days per week for an hour and a half each day. Exceptions may be made, however no student should volunteer more than 4 hours a week.
- The student volunteer will arrive on time and ready for tasks. If unable to volunteer, the student will inform a staff member as soon as possible. Unexplained absences and/or excessive excused absences may result in discontinuation of the volunteer position.
- The student volunteer is neat in appearance and dresses in clothes appropriate for the library.
- The student volunteer stays on task and follows directions with a cheerful attitude. Some of the tasks are repetitive; most require careful attention to detail and concentration. The student volunteer is expected to take the responsibilities assigned seriously and put forth a commendable effort on each task.
- The volunteer understands library staff members are the supervisors.
- When library users need help, student volunteers will refer them to a staff member.
- The student volunteer will avoid spending time in the staff work area unless instructed to perform a task there. When students are using the library not in a volunteer capacity, the staff work area is for use by paid staff only.
- The student volunteer represents the library. Volunteers are expected to act in a mature, responsible manner at all times in the building, even when they are not working as a volunteer.

By signing below, the student volunteer and parent/guardian agree to follow the expectations listed above.

Student Volunteer Signature & Date

Parent Guardian Signature & Date

Library Staff Signature & Date _____