Volunteer Agreement

The Gunter library & Museum welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of the Gunter Library & Museum and the rules outlined in the volunteer agreement, and are selected and retained for as long as the library needs their services. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. The Library Director is in charge of all volunteers unless assigned to another staff member (i.e. the Volunteer Coordinator as appointed by the Friends of Gunter Library Board of Trustees).

In accordance with Board policies all volunteers must complete appropriate paper work and be screened for criminal record.

As a volunteer at the Gunter Library & museum,

* I will perform all duties as assigned to the best of my ability.
* I will call the library if I am unable to work when agreed.
* I will communicate any concerns, complaints, or suggestions only to the Library Director, not fellow workers.
* I will conduct myself in an appropriate manner while performing my duties as a volunteer, realizing I am viewed by the public as a representative of the library staff.
* Volunteers will discourage friends from visiting with them as they perform their duties.
* I will strive to keep my conversations on a level consistent with the need to provide an atmosphere of quiet conducive to studying.
* I will ask for another volunteer task if I am unable to perform the one assigned, or feel uncomfortable with it.

Name of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day of Week Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have never been convicted of any crime, nor involved in any lawsuit, claim or criminal charge involving sexual abuse, sexual molestation, or sexual misconduct. \_\_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_\_\_ No

I understand that the library requires and verifies prior employment and personal references. \_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy Approved by the Friends of the Gunter Library Board of Directors on \_\_\_September 21, 2015\_

Signature of Responsible Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_