



14701 S. KENTON AVE
MIDLOTHIAN, IL 60445
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WWW.MIDLOTHIANLIBRARY.ORG

VOLUNTEER SERVICE AGREEMENT

Volunteers deserve to be and shall be given the respect and courtesy given to paid employees of the library. Volunteers are bound by the policies and procedures of the Midlothian Public Library.

Hours of volunteer and community service will be determined by the Volunteer Coordinator or supervisory staff member in discussion with the volunteer.

Guidelines include but are not limited to:

- Arrive to begin work as scheduled.
- Call your supervisor to report absence or late arrival.
- Sign in and out on the required time log and obtain a staff signature.
- Wear a volunteer ID badges during service hours.
- Dress appropriately for working in a public service area.
- Use language and exhibit an attitude reflective of respect and a cooperative spirit.
- Being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol is prohibited.
- No smoking is allowed in the building or within 15 feet of the entrance.
- Use of electronic devices (including cell phones), unless during a supervisor-approved activity or break, is prohibited.
- Request supervisor approval for all breaks.
- Inform your supervisor when a task is complete.
- Protect the confidentiality of ALL library information.

This list of expectations is not intended to be all-inclusive, and any violation of the Library's policies or behavior considered inappropriate may be grounds for termination of the volunteer's association with the Library

Name (printed) _____

Signature _____

Date _____

Guardian Signature (for Volunteers under age 18)

Date _____