



Huntington Beach Public Library Volunteer Agreement

Last Name

First Name

Department Assignment

Job Title

The Huntington Beach Public Library agrees to provide:

1. A clearly defined job description.
2. Orientation to the library and library volunteer policies.
3. Training and support by library staff.
4. Respect and recognition of the value and contributions of volunteers.
5. Cooperative working relationship between staff and volunteers.
6. Feedback on volunteer's performance.
7. Updates on changes that affect you and/or your assignment.

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 by signing in at the designated location.
4. Notify my supervisor/team leader as soon as possible if delayed, sick or unable to work.
5. Maintain confidentiality of all proprietary or privileged information whether this information involves an individual staff member, volunteer, library user, or involves library business.
6. Be a team player. I will make suggestions and ask the staff when I have questions.
7. Abide by all of the policies and procedures set by the Huntington Beach Public Library and the City of Huntington Beach. I understand that I may be terminated for not complying with these guidelines.

Volunteer Signature

Date

Volunteer Coordinator/Supervisor