



www.sttammanylibrary.org

VOLUNTEER CONTRACT

- (1) Volunteers who are interested in working for the library must have completed the 7th grade.
- (2) Volunteers will complete an application and sign a contract for the duration period they intend to work.
- (3) Volunteers will perform tasks assigned by the branch/department manager, or in the absence of the manager, a senior staff member.
- (4) Volunteers will be evaluated by the manager, and those who fail to perform to standard or those who have poor attendance will be asked to resign from the program.
- (5) Volunteers will prepare their schedules with the assistance of the manager.

ST. TAMMANY PARISH LIBRARY VOLUNTEER CONTRACT

I, _____, agree to perform the volunteer duties assigned to me to the best of my ability, and will conduct myself in a professional manner. I will appreciate constructive feedback, and if problems arise, such as scheduling, I will notify my supervisor as soon as possible.

I understand that St. Tammany Parish Library or I may cancel this contract at any time by notifying the other party. I also realize the importance of my contribution and the commitment of the St. Tammany Parish Library to my training and supervision and enter into this agreement intending to reliably fill this position for the duration of my scheduled volunteer hours. I will abide by the rules and regulations of St. Tammany Parish Libraries and by the Volunteer Guidelines.

I hereby attest that my attendance and involvement is voluntary, that I am participating at my own risk, and that I have read the foregoing terms. In addition, I agree to keep confidential any patron information or Library records I may encounter. I understand the St. Tammany Parish Library does not provide medical coverage for volunteers.

SIGNATURE OF PARENT OR
GUARDIAN, IF UNDER 18

SIGNATURE OF VOLUNTEER

SIGNATURE OF LIBRARY
REPRESENTATIVE

DATE

DATE

DATE