

East Kingston Public Library Volunteer Code of Conduct

1. Dress Code

Volunteers are identified as such through wearing of name badges, to include the volunteer's name and the word "Volunteer" provided by the East Kingston Public Library. The following attire is considered inappropriate: ragged, frayed or cut-off jeans with holes in them, bare midriffs, scrappy tank tops, shorts and t-shirts with messages or promotional graphics relating to drugs, sex, or alcohol.

2. Absenteeism

Volunteers who miss two consecutive shifts without advance notification will be placed on inactive status

3. Standards of Performance

Standards of performance may be established for on-going volunteer positions. These standards may list the work to be done in that position, measurable indicators of whether the work was accomplished and appropriate timeliness for accomplishment of work.

4. Right to Reject or Terminate Volunteer Services

The library reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject or terminate the services of a volunteer as it deems fit. Examples of where volunteer services may be rejected to terminated include, but are not limited to: unsatisfactory background check, misconduct or insubordination, being under the influence of alcohol, or sale or use of illegal drugs, theft of property (either library property or other), misuse of library equipment or materials, mistreatment of patrons/other volunteers/library staff, failure to abide by the library policies and procedures, failure to meet the standards of performance relating to the essential functions of the volunteer position, and/or failure to satisfactorily perform assigned duties. No employment relationship or contractual right is created by these guidelines.

5. Non-Discrimination

Opportunities for participation in any volunteer position of the library will be made available to all interested individuals, without regard to race, color, religion, age, sex, national origin, marital status, weight, height or physical, mental or sensory disability as required by law.

6. Drug-free Workplace

The East Kingston Public Library provides a drug-free, healthy and safe environment. The use of prescribed drugs is permitted during the volunteer service only if it does not impair the volunteers ability to perform the essential functions of the volunteer position safely and accurately.

7. Conflict of Interest

A volunteer, acting in an official capacity, shall not take any action that would result in the volunteer's financial benefit. Volunteers cannot ask for or receive, directly or indirectly, any moneys or gifts from library patrons, either for themselves or for any member of their households or the library. Volunteers may not promote a business to volunteers, patrons or staff during a volunteer shift.

8. Media

While working in their volunteer capacity, volunteers are not to have contact with the media or its representatives with regard to the library issues without first obtaining the approval of the library director. The media is defined as, but not limited to, people and sources related to television, radio, newspapers, magazines, and new media/internet services.

9. Miscellaneous

Personal visits and telephone calls must be kept to a minimum. Emergencies such as sudden illness or unexpected scheduling changes are considered library business and volunteers may use the library telephone for these purposes.

While volunteers are valued adjuncts to the library staff and are encouraged to consider themselves part of the EKPL "family," they should remember that staff members have projects to accomplish and goals to reach. Volunteers are requested not to over-engage staff members in personal discussion while performing their volunteer tasks.

Smoking is not allowed anywhere in the library or on the library grounds. Food may be consumed in the staff area only.

Cell phones must be left in the back workroom for the length of the volunteer shift.

It is important to respect patron's privacy. All library transactions with patrons should remain confidential.

Approved by the Board - 2009

East Kingston Public Library

Volunteer Contract/Agreement/Code of Conduct

I _____ (name of volunteer) have read, fully understand and accept the terms and conditions of volunteering as set out in the volunteer policies. I agree to abide by the organization's policies and procedures and understand that failure to do so may result in my termination as a volunteer.

Signed: _____ Date: _____

Volunteer name (Print): _____

Staff Person (Print): _____

Staff Person (Signature): _____

Volunteer Agreement

As a volunteer of this organization, I agree to adhere to this agreement at all times.

I agree to:

1. Be on time for my volunteer shift, and provide my supervisor with as much notice as possible if I am unable to attend a given shift.
2. Abide by all written policies and guidelines provided to me - relevant to my volunteer work.
3. Accept orientation and training in order to provide quality service; and not to use contacts made in my position for business or personal gain.
4. Accept supervision in the performance of my duties, and not represent myself as an agent of the organization or comment to the media press unless approved by my supervisor.
5. Perform all assigned tasks to the best of my ability, and not report to work while under the influence of alcohol or drugs.
6. Treat with courtesy each individual with whom I come into contact regardless of race, color, religion, age, gender, sexual orientation or national ancestry.
7. Obey all laws and regulations while volunteering.
8. Bring my best skills and abilities to my volunteer work.

