



The Mary E. Bartlett Library
22 Dalton Road
Brentwood, New Hampshire 03833



Student Volunteer Agreement & Procedures

Please read this paper carefully and sign the agreement on the next page. This signed agreement must be on file before you may volunteer for anything.

Volunteer Responsibilities:

- You are expected to show up on time for your volunteer shift
- You are expected to fulfill your responsibilities by doing the tasks you were asked to do to the best of your ability and with enthusiasm.
- If you find that you cannot fulfill your duties on a given day, you are expected to call or email that you will not be here as soon as you know.
- Personal appearance should be consistent with the guidelines for library staff. Volunteers should dress appropriately for the job and represent the library in an appropriate manner to the public.
- Language must be appropriate and acceptable, and the content of discussions in public areas should exclude personal matters.
- You are responsible for getting your time sheet from the Front Desk, filling in all information and returning the completed form. If you do not return the form, or complete it fully (and that includes getting a signature from the Director) your hours will not be counted toward community service. **The time sheet must be completed EACH time you volunteer.** If you do not submit a form, your hours will not be recorded.
- Volunteers should speak directly with the Library Director when they have a concern regarding assigned tasks. If you are not comfortable performing a certain task, please tell us – we want everyone to be content with their volunteer service.

Library Responsibilities:

- Provide a friendly and welcoming environment.
- Provide the necessary resources to accomplish assigned tasks, including space, training, materials, etc.
- Provide open and convenient channels of communication.
- Monitor volunteers' performance closely enough to be able to effectively identify problems.
- Record volunteer hours.
- Provide letters confirming volunteer service for all who request one.
- Retain the right to terminate any volunteer who is not fulfilling their responsibilities properly.
- The library will keep a record of volunteers with poor attendance, unexcused absences, or poor performance and retains the right to not use volunteers with records of these behaviors.

Please feel free to contact the Library Director at 642-3355 if you have any questions or concerns. Thank you! We're looking forward to a great partnership.

MEB Student Volunteer Agreement

I have read the attached "Volunteer Agreement" and agree to follow the procedures as listed.

Print Name: _____

Signed: _____ Date: _____

Parent/Legal Guardian's Signature: _____ Date: _____

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Director's Signature: _____ Date: _____