

PALM BEACH COUNTY LIBRARY SYSTEM VOLUNTEER CONTRACT

General Rules of Volunteer Conduct

Dress Code: Proper attire is required. Dress should be neat, clean and appropriate. For your safety, it is recommended that you wear closed-toe-shoes.

Scheduled Time/Work Assignments: Minimum of two hours, one day a week, on a scheduled weekly basis. Fifteen hours total per week maximum. Volunteer service is based on the individual needs of the Library. Inform your supervisor of sick leave or schedule change. Volunteer service is terminated after a 30-day unexcused absence. Volunteers are expected to perform work assignments within the scope of their jobs. Volunteers must be picked up in a timely manner prior to the library closing.

Time Sheets/Identification Badge: Volunteers are required to sign in and out on the time sheet each time you volunteer. All volunteers must wear an identification badge.

Volunteer Hours: Service forms from schools/organizations are the sole responsibility of the volunteer and should be addressed with your supervisor in a timely manner. Documentation of Youth Volunteer hours are provided when volunteer service is completed. A Volunteer Request Form must be submitted for additional requests.

Conduct: Volunteers are expected to conduct themselves in an appropriate manner while on County premises or any place while on duty. Inappropriate conduct includes actions, which reflect unfavorably on the County, employees, volunteers or citizens. Personal threats, profane or abusive language in dealing with the public, employees, or volunteers will not be tolerated. Volunteering under the influence of alcoholic beverages, narcotic, hallucinogenic, or other illegal drugs is prohibited. No volunteer shall act as a spokesperson for the Library or County without express authorization by the Library's Community Relations Division Head. Volunteers shall not reveal confidential information to unauthorized persons. Solicitation of funds or services is prohibited.

County Facilities: Volunteers shall not use County records, tools, material, equipment, or facilities for personal purposes. Volunteers receive the same borrowing privileges as those accorded other patrons.

Personal Effects: Personal items (handbag, knapsack, etc.) may be stored in a designated area. The Library is not responsible for them. Personal electronic devices are prohibited during volunteer service.

Violation of these rules may result in termination of the volunteer from active status with the library. My signature indicated that I have read, understand, and agree to abide by the General Rules of Volunteer Conduct.

Volunteer Signature

Date

Parent/Guardian (if under 18 years of age)

Date

Volunteer Facilitator

Date

REVISED 10/08

In accordance with the provisions of the ADA,
this document may be requested in an alternate format.