



# VOLUNTEER AGREEMENT

**As a new volunteer to the Round Rock Public Library or as a parent of a volunteer under the age of 18 years old, I (we) understand and agree to the following:**

- I have read and understand the Volunteer Code of Rules and Ethics and the information in the Volunteer Handbook, and agree to abide by the policies and procedures set forth in it.
- I certify that I am capable of performing the duties set forth in my job description and know of no condition, which would preclude my performance of those duties.
- I will maintain my commitment for at least 30 hours of service as a library volunteer (unless an exception has been made in advance).
- I will participate in orientation and training; perform my duties as specified by my supervisor and adhere to the work schedule agreed upon with my supervisor.
- I will demonstrate professional behavior while volunteering and refer questions from the public to the Library Managers, Reference Librarians, Youth Librarians, Supervisors, and Library Staff.
- I will maintain frequent communication with my supervisor and notify my supervisor of any leave of absence.
- I understand that failure to meet any of the responsibilities listed above may be cause for dismissal.
- I give the library permission to use, re-use, publish, and republish any picture taken of me while volunteering or in attendance at promotional events, for any purpose whatsoever without restriction as to alteration; and to use my name in connection therewith. I release the photographer and the Round Rock Public Library from any and all claims or demands arising out of or in connection with the use of the photographs, including without limitation any and all claims for libel or invasion of privacy.

Yes  No

• As a parent of a volunteer who is under the age of 18 years old, I understand that once the library closes in the evening, library staff will not be available and the volunteer must leave the building. I understand that the safety of my child is my responsibility and release the library of any liability for a child left unattended.

I have read, understand and agree to the above release, authorization and agreement.

**Date** \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**For volunteers under 18 years old:**

**Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

(Revised 1/11 vh)

