

Your contribution as a Douglas County Libraries volunteer provides important support for the library's vision to elevate our community by inspiring a love of reading, connection and discovery. Knowledgeable and friendly staff provide access to intellectual capital, showcase art and culture, and highlight local history through evolving collections and programs. Douglas County Libraries is a good steward of public funds. Volunteers and paid staff perform different duties, are evaluated on different criteria, and receive different benefits.

**The library agrees:**

1. To provide volunteers with a safe, non-discriminatory environment that complies with Federal laws for Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), and guidelines for a drug-free and harassment-free environment while performing assigned tasks.
2. To provide supervision and training by library staff, who will answer questions and provide feedback regarding volunteer tasks, library policies and procedures, and methods of reporting issues or concerns.
3. To recognize your contributions as a volunteer to the success of the library.

**As a volunteer, I agree:**

1. To accept the guidance and decisions of library staff.
2. To recognize the function of paid staff, maintain smooth interaction with them, and stay within the bounds of my volunteer responsibility.
3. To wear a volunteer name badge at all times while in the library.
4. To report on time, as scheduled, and check in with supervising staff upon arrival at the library. To record volunteer hours on the volunteer time sheet. To inform my supervisors as soon as possible if I am unable to keep my schedule. To notify my supervisor if I need to take an extended leave, if I wish to volunteer in another library position, or if I decide to resign.
5. To dress appropriately and act courteously to patrons and employees. The library is a public place where attitude and appearance are important; while volunteering I am representing the library.
6. To demonstrate professional conduct, maintaining the dignity and integrity of the library as to public and patron privacy; this is a guarantee under Colorado Law. I will not discuss any patron by name, or any patron's reading selections with anyone.

7. To understand that libraries provide a variety of materials representing many points of view, with which I may or may not agree.
8. To understand that volunteering is not a guarantee of a future paid position.
9. To undergo a criminal background check, a requirement for volunteers who are assisting vulnerable populations in a senior or childcare facility.
10. I understand that my volunteering may be terminated at any time if I do not comply with this agreement.

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Volunteer's Name (please print)

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Volunteer's Signature

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Date

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Staff's Signature

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Date