

Burlington County Library System

Adult Volunteer Agreement



The Burlington County Library's Volunteer Program aims to assist the library staff in providing quality library service. Volunteers raise the visibility of the library in the community by helping to create an awareness and understanding of the library and its services. As a library volunteer you will help the Burlington County Library System to enrich and empower our customers by providing access to ideas, information and entertainment in a welcoming environment.

Before beginning service, volunteers must sign the Adult Volunteer Agreement.

As a Volunteer in the Burlington County Library System, I agree to:

1. I will be responsible for knowing my schedule and adhering to it.
2. If I need to make changes to my schedule I will notify my Volunteer Manager.
3. If I am unable to fulfill a scheduled time I will notify my Volunteer Manager.
4. I will refrain from conducting personal business while I am volunteering.
5. I will refer questions from the public to library staff.
6. I will demonstrate professional behavior and work cooperatively and courteously with library employees and customers.
7. I will maintain the confidentiality of all proprietary or privileged information to which I am exposed.
8. I will adhere to library rules and procedures.
9. I will dress appropriately.
10. I will wear a volunteer badge while volunteering.

Failure to meet any of the responsibilities listed above may result in termination of the volunteer's position with the library.

Print Name

Signature

Date

