

**MIDDLETOWN TOWNSHIP PUBLIC LIBRARY SYSTEM  
VOLUNTEER CONTRACT**

General Rules of Conduct for Library Volunteers

**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 :** Varies, depending upon assignment. Generally, a volunteer should be able to work a minimum of two hours, one day a week, on a scheduled weekly basis. Volunteer service is based on the individual needs of the Library. Inform your supervisor of sick leave, vacation, or schedule change.

**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.

**Conduct:** Volunteers are expected to conduct themselves in an appropriate manner while on Library premises or any place while representing the library. Inappropriate conduct includes actions which reflect unfavorably on the Township, 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 Township without express authorization by the Library Director. Volunteers shall not reveal confidential information to unauthorized persons. Solicitation of funds or services is prohibited.

**Library Facilities:** Volunteers shall not use library records, tools, materials, equipment, or facilities for personal purposes. Volunteers receive the same borrowing privileges as those accorded other customers.

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

**References:** Provide the name and contact information for two references, who are not related to you.

_____	_____	_____
Print Name	Phone number or email	How do you know this person?

**Emergency Contact:**

_____	_____	_____
Print Name	Phone number or email	Relationship

