REED MEMORIAL LIBRARY

Empowering Everyone

Volunteer Code of Conduct

Volunteers are expected to:

- Conscientiously perform all assigned tasks to the best of their abilities. If assigned tasks are unclear, volunteers must request clarification or assistance from their staff supervisors.
- Maintain the confidentiality of library records and patron information.
- Wear a name tag while volunteering in public areas.
- Arrive promptly. Volunteers who will be late or unable to work at an agreed upon time should contact their staff supervisors as early as possible.
- Dress in clothing that is clean, neat, in good repair, appropriate for the assigned duties, and in keeping with the library's public nature.
- Refer patrons with questions to the desk staff.
- Refrain from volunteering while under the influence of alcohol or illegal drugs. The use, sale, distribution, possession, or manufacture of alcohol, tobacco (or electronic substitutes) or illegal drugs on the premises of the library (inside or outside) is prohibited. (Ohio Revised Code)
- Notify their staff supervisors immediately if they are injured while volunteering, whether or not medical attention is required.
- Refrain from using library equipment, materials, or property for personal profit.
- Refrain from soliciting staff or patrons.
- Refrain from using the library name or tax-exempt status for personal advantage.
- Be tactful, patient, and courteous when volunteering at the library.
- Refrain from harassing library patrons, staff, or other volunteers. Behavior considered to be harassing includes unwelcome verbal or physical acts such as: offensive physical actions, e.g. obscene hand or finger gestures; written or spoken graphic communication such as slurs or jokes; any type of physical contact when the action is unwelcome by the recipient; or any unwanted sexual attention of a persistent or offensive nature made by the person who knows, or reasonably should know, that such attention is unwanted. Harassment due to an individual's race, color, gender, religion, national origin, age, disability, marital status, status as a veteran, or sexual orientation will not be tolerated

"I understand that my assignment may be terminated by the library or myself with or without prior notice at any time."

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I have read and understand the Volunteer Code of Conduct Date