



LIBRARY/VOLUNTEER AGREEMENT

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of the agreement is to assure you both of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.

I. LIBRARY

We, Indianapolis-Marion County Public Library, agree to accept the services of _____ beginning _____ and we commit to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of their position.
2. To ensure diligent supervisory aid to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
4. To treat the volunteer as an equal partner with library staff, jointly responsible for completion of the Library's mission.

II. VOLUNTEER

I, _____, agree to serve as a volunteer for Indianapolis-Marion County Public Library and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to Library rules and procedures.
3. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.

III. AGREED TO:

Volunteer

Manager, Volunteer Services

Date

Date