



APPENDIX B

Volunteer Policy

VOLUNTEER AGREEMENT FORM

Recognizing that my services as a volunteer are valuable to the library, I agree that :

- I am not a staff member and may not speak on behalf of the library
- I will be punctual and notify my supervisor of any absence
- I understand the importance of keeping confidential all information which I may hear, read or see concerning library patrons, library operations or staff
- I accept that I will accept direction and supervision by library staff
- I will have a good working relationship with library patrons, staff and other volunteers
- I will notify my supervisor if I wish to end my volunteer time with the library

I understand that by volunteering with the Colchester – East Hants Public Library that I am covered under the Library’s Commercial General Liability Policy, but that volunteers are not covered under the Workers’ Compensation Act

Volunteer Signature

Date

The library understands that being a volunteer is a valuable service to the library and agrees to:

- Offer the full support of library staff
- Provide an orientation to the library and the regional system
- Provide clear expectations
- Provide training and supervision about the required duties
- Do its best to match the volunteer with a suitable volunteer opportunity
- Inform the volunteer if the library no longer requires their services

Library Supervisor Signature

Date

Copy to volunteer