**Volunteer Code of Ethics**

As a volunteer representing (name of library), your conduct and

interaction with staff, other volunteers and the library’s customers is expected to always be professional and courteous.

By volunteering, you are making a commitment to staff and the public we serve, to the best of your abilities, the tasks you have pledged to perform.

The Volunteer Code of Ethics clarifies the expectations and principals for the library volunteers. Should a volunteer display unprofessional, dishonest or

disrespectful behavior or exhibit a lack of self discipline, the volunteer will be asked to leave the premises.

Such behavior could be grounds for termination of volunteer status.

As a (name of the library) Volunteer, I pledge to:

Respect

• Respect others even though I may not agree with them

• Display courtesy, sensitivity, consideration and compassion for people.

• Use good judgment in recognizing the scope of authority of staff members

Safety

• Keep safety at the forefront of all volunteer activities

• Follow the rules presented to me in training

• Respect and use equipment and supplies as they are intended

• Report all injuries immediately to a staff person

Quality

• Perform all tasks to the best of my ability

• Ask for help when needed

• Recognize training is essential to maintain safe practices

Self Discipline

• Recognize my limitations and those of others

• Set boundaries for myself – know my limits with certain library activities

• Hold myself accountable for the commitments I undertake

Communication

• Recognize I communicate both verbally and non-verbally

• Listen to the needs of others

• Advise the appropriate library personnel of relevant information regarding the customers and my involvement at the

Commitment

• Recognize that commitment comes from within

• Respect that people who count on me to honor my commitments

• Work together with staff and other volunteers to meet the library’s goals

Welfare

• Value my role in the maintenance and growth of the organization

• Strive to promote a positive environment

• Respect and support the staff in providing library services

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Volunteer Date