**Volunteer Rights and Responsibilities**

*As a volunteer it is your responsibility to:*

* Accept a position that is worthwhile, challenging, and suitable to your skills and abilities.
* Fulfill your time commitment by reporting on time and staying for your scheduled shift.
* In cases of emergency or illness notify your supervisor and/or Volunteer Coordinator early enough that a substitute can be found if needed.
* Use time wisely and do not interfere with the performance of others.
* Dress appropriately and be well groomed.
* Be considerate, respect the competencies of others, and work with the staff and other volunteers in an effective manner.
* Sign in and out and accurately record the total hours you have worked on your time sheet.
* Adhere to library rules and procedures.
* Notify the Volunteer Coordinator or Director if you plan to terminate your duties as a volunteer.
* Keep busy and show enthusiasm.
* Perform the duties that have been assigned to you to the best of your abilities.

*As a volunteer it is your right to:*

* Be provided orientation, training, and staff coordination for the job you accept, and to know why you are being asked to do a particular task.
* Expect that your time will not be wasted by lack of planning or coordination.
* Know whether your work is effective and how it can be improved.
* Be given appropriate recognition of your contributions.

*The Library has the responsibility to:*

* Use volunteers to extend services so more can be done without displacing paid workers.
* Define jobs that are meaningful to you and commensurate with your abilities.
* Give the same careful attention as a paid employee and assign you a staff coordinator.
* Provide orientation and training to increase your skills.
* Give volunteers the same courtesy as other staff members.
* Provide appropriate informational mail and updates on new procedures.

*The Library has the right to:*

* Decline acceptance of a prospective volunteer if the person seems unsuitable for the position.
* Know that you will fulfill your assignment as agreed upon or you will notify staff in advance that you cannot.
* Expect you to ask for a change in job position if it is too demanding or not meeting your expectations.
* Release a volunteer whose work is unacceptable or whose skills do not fill a need in the Library.

Permission granted from Loudonville Public Library (Loudonville, Ohio) to use this document.