

Pueblo City-County Library District Volunteer Agreement

As a volunteer, I agree to uphold the following rules:

- Fulfill the duties outlined in my assignment in a professional manner, not taking on the duties of staff.
- Notifying my Volunteer Supervisor or Coordinator as soon as possible when I am sick or unable to make a volunteer shift.
- Complying with established Library District rules, procedures and practices, dress code and behaving in an appropriate, professional manner in the library at all times.
- Taking pride in the role of being a PCCLD Volunteer by serving the community in a friendly and respectful manner.
- Contributing to a mutually cooperative working relationship with staff and other volunteers.

CONFIDENTIALITY AGREEMENT

Due to recent events and the passage of various pieces of legislation, it is important that all volunteers understand the legal basis for the confidentiality of customer records.

The Colorado Revised Statutes, section 24-90-119, states:

A publicly supported library shall not disclose any record or other information which identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.

All volunteers are advised not to discuss or provide any information about library customers to anyone other than library staff & the customers themselves. If you are asked to do so, please inform a library manager.

Volunteer Name (Please Print): _____

Volunteer Signature: _____ Date: _____

Supervisor/Manager: _____ Date: _____

Branch/Department Volunteer is assigned to: _____