

**Rolla Public Library
Volunteer Program
ADULT**

Name of Volunteer: _____ Contact #: _____

Emergency Contact #(s): _____

Volunteer should agree to the following and sign below:

The volunteer will commit to a minimum of four work hours per week and will arrange a specific work schedule with the library staff. The volunteer will contact a designated library staff member at 573-364-2604 if he/she is unable to make it to a scheduled shift.

The volunteer will agree to conduct him/herself in a respectful manner while representing the library and working in the collection stacks.

The volunteer may be trained in how to shelve and straighten library materials, how to keep track of patron reading through Beanstack, and may be trained if needed to check library items in through the library system. The volunteer may be trained in how to conduct a collection inventory using the Evergreen library management system via a library laptop or desktop computer. The volunteer will be trained fully in how to conduct this process. The volunteer may be privy to some confidential patron information such as contact information and listings of books read, etc. The volunteer will agree to keep all patron information viewed via online accounts confidential; protecting patron privacy is of vital importance for library staff.

The volunteer will contact a designated library staff member if he/she is unable to make it to a scheduled shift.

Thank you so much for being a volunteer!

Volunteer signature: _____ Date: _____