



Volunteer Code of Conduct

Approved by the Okefenokee Regional Library Board

November 2, 2009

November 7, 2016

All volunteers of the Okefenokee Regional Library System are expected to...

- Be tactful, patient and courteous when volunteering in the Library. Volunteers may not harass library patrons, staff or other volunteers.
- Conscientiously perform all assigned tasks to the best of their abilities. If assigned tasks are unclear, volunteers must request additional clarification or assistance from their staff supervisors.
- Arrive promptly. Volunteers who will be late or unable to work at an agreed upon time should call their staff supervisors as early as possible.
- Dress in clothing that is clean, neat, in good repair, appropriate for the assigned duties and in keeping with the library's public nature.
- Refer patrons with questions to public service desk staff.
- Refrain from eating or smoking in the Library.
- Refrain from volunteering while under the influence of alcohol or illegal drugs. The use, sale, distribution, possession or manufacture of illegal drugs on the premises of the Library is prohibited. Notify their staff supervisors immediately if they are injured while volunteering, whether or not medical attention is required.
- Refrain from using library equipment, materials or property for personal convenience or profit. Cell phones may be used in the lobby or outside the library.
- Refrain from soliciting staff or patrons.
- Maintain the confidentiality of patron information. Volunteers may NOT work behind the Circulation Desk.
- Refrain from using the library name or tax exempt status for personal advantage.

I agree to follow the Code of Conduct.:

Name/Signature

Date