



# City of Mesa Library Volunteer Code of Ethics and Work Agreement

I understand that I will be considered a member of the team as a volunteer at the City of Mesa Library and will be expected to assume the responsibilities in my job description.

I understand and agree to:

- Dress appropriately for the job I'm doing including wearing my name tag.
- I will maintain a clean and neat appearance.
- Be reliable and punctual.
- Notify my supervisor as soon as possible if delayed or unable to keep my schedule and/or arrange for a substitute.
- As a new volunteer I will be placed on a 30 day probation.
- Be a team player. I will make suggestions and ask the staff when I have questions.
- Accept the rules and have my work reflect the value of the library's mission statement.
- Act as a responsible representative of the City of Mesa Library.
- Not be under the influence of illicit drugs, alcohol or other substances which may jeopardize my performance and safety.
- I will abide by all the policies and procedures as noted in the handbook and understand that I can be terminated at any time for not complying with the set guidelines.
- **(YAAC members only)** I have read and understand the YAAC Rules and reviewing guidelines.
- Some volunteer positions require a background check.

In return, the City of Mesa Library agrees to:

- Provide necessary training and orientation.
- Provide adequate working conditions.
- Review volunteer performance, record volunteer hours and provide letters of recommendation on request.
- Evaluate the volunteer program, solicit suggestions from volunteers as a means to correct any problems and reassign volunteers when requested and as needed.

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*Detach, sign and return the form below after reading*

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Volunteer Name \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Signature \_\_\_\_\_

Parent/Guardian Signature (if under 18) \_\_\_\_\_

Library Staff Signature \_\_\_\_\_