

VOLUNTEER CODE OF CONDUCT

To accompany Marvin Memorial Library Personnel Policy 2.8

The Marvin Memorial Library is committed to meeting the needs of our community through excellent service. Volunteers are representatives of this organization and, as such, are charged with conducting themselves in a professional manner, complying with both the Patron Code of Conduct and the Volunteer Code of Conduct.

Compliance with the Volunteer Code of Conduct by all volunteers is conducive to excellent individual, team, and organizational performance and ensures the creation and maintenance of a professional atmosphere on behalf of the Marvin Memorial Library's patrons.

- Volunteers will follow all local, state and federal laws and regulations while participating in volunteer services.
- Volunteers have a responsibility to adhere to the rules and procedures of the Marvin Memorial Library. Failure to follow policies and procedures during volunteer assignments may be cause for dismissal.
- Volunteers will follow safe workplace practices while performing volunteer duties.
- Volunteers will be ethical, honest, and fair in dealings with the public and the staff.
- Volunteers will accurately and truthfully manage and safeguard information and will access only such information as demanded by the performance of specific volunteer duties.
- Volunteers will represent this organization in a positive manner in the course of volunteer duties and in the recognition as a volunteer of the Marvin Memorial Library when in public.
- Volunteers will be dependable and recognize the commitment and responsibility to volunteer duties. If unable to fulfil scheduled volunteer duties, the volunteer is responsible for notify, in a timely fashion, the appropriate personnel at the Library.
- Volunteers will be responsible stewards of Library property, time, labor, supplies, assets, equipment and funds.
- Volunteers will help promote a positive and comfortable environment by respecting the personal space of others. The behavior, attitude, appearance, language and conversation of volunteers will contribute to a supportive, safe, and non-threatening environment.
- Volunteers will refrain from using profane and abusive language or disruptive behavior that is dangerous to others.
- Volunteers will not use, possess, or be under the influence of alcohol or illegal drugs at any time while performing volunteer duties.
- Volunteers, while on Library premises or engaged in the discharge of their volunteer services for the Library, will not have possession, use of or control over any type of firearm, deadly weapon or explosive device or other dangerous instrumentality which, in the opinion of the Library management, constitutes a potential threat to the health, safety and welfare of anyone.