

Volunteer Agreement Form

Recognizing that my services as a Volunteer are valuable to the Library, I agree that:

- I am not a staff member and may not speak on behalf of the Library.
- I will be punctual and notify my supervisor of any absence.
- I understand the importance of keeping confidential all information which I may hear, read or see concerning library patrons, library operations or staff.
- I will accept direction and supervision by library staff.
- I will have a good working relationship with library patrons, staff, the public, and other Volunteers.
- I will notify my supervisor if I wish to end my volunteer time with the Library.
- I will maintain a valid driver's license and automobile insurance on my vehicle, if I am volunteering for the Library Delivery Service, and will immediately advise the Colchester-East Hants Public Library of any suspension or revocation of my license or cancellation of my automobile insurance policy.

Subject to services provided for the Library Delivery Service, as further described below, I understand that by volunteering with the Colchester-East Hants Public Library I am covered under the Library's *Commercial General Liability Policy*, but that Volunteers are not covered under the *Workers' Compensation Act*.

I understand that if I volunteer for the Colchester-East Hants Public Library's Library Delivery Service, I am responsible for maintaining automobile insurance, and that I will be solely responsible for all claims, damage, and loss resulting from operating my vehicle, and hereby agree to indemnify, defend, and hold harmless the Colchester-East Hants Public Library from any and all liability, losses, damage, judgments or expenses,

including legal fees, that it may incur or sustain as a result of my negligence, recklessness, or willful misconduct in connection with my delivery of materials for the Library Delivery Service.

Volunteer Signature

Date

The Library understands that being a Volunteer is a valuable service to the Library and agrees to:

- Offer the full support of library staff.
- Provide an orientation to the Library and the regional system.
- Provide clear expectations.
- Provide training, supervision, and direction on the required duties.
- Do its best to match the Volunteer with a suitable volunteer opportunity.
- Inform the Volunteer if the Library no longer requires their services.

Library Supervisor Signature

Date

☐ Copy to Volunteer