



Volunteer Code of Ethics and Behavior

Volunteers are valued members of the library district's team and help to carry out the library's mission statement:

In the tradition of the human ideal of freedom of thought and speech, the Siuslaw Public Library District strives to be a warm, inviting place accessible to people of all ages and cultural backgrounds, addressing the priorities of lifelong learning, knowledge acquisition, and quality materials on topics of current interest.

Volunteers are asked to please observe the following guidelines for behavior and ethics while performing their assigned tasks:

- Serve all patrons equally, according to their needs.
- Respect the confidentiality of all patron records. Do not discuss or divulge any information regarding patron borrowing records to any person or agency.
- Wear volunteer badge while working in public areas.
- Record donated time in volunteer log as directed by volunteer coordinator.
- Notify volunteer coordinator of upcoming absences.
- Make known to the volunteer coordinator and/or library director any questions, opinions, or suggestions about library policies or procedures.
- Refer all reference questions and computer operation questions to reference desk staff.
- Volunteers under 18 years of age or any person with a legally appointed guardian must have written permission from a parent or guardian to volunteer at the library. (Exception: Volunteers participating as part of organized youth or school group.)
- Avoid any possibility of personal financial gain at the expense of the library district.
- Unless specifically requested to do so by the library director, refrain from making public statements or comments as a representative of the library, in regard to library policy, procedures, or staff.
- Refrain from actively advocating for or against any political position while performing volunteer duties. Badges and pins are welcome.
- Observe all safety precautions while using library equipment and supplies. Use library safety stools to reach high areas. Volunteers are not permitted to perform any task involving a ladder, as per the library's insurance carrier.
- Volunteers unable to comply with library policies and procedures, or who are unable to successfully complete assigned tasks, will be released from service.