

# State Library of Tasmania – Volunteer Information

## Commitment by Volunteers

Volunteers undertake to :

- ? represent and support the State Library in a positive way;
- ? carry out agreed tasks to the best of their ability and consistent with instructions provided, and in accordance with any State Library rules and regulations;
- ? wear a State Library identification badge at all times while on duty as a volunteer;
- ? meet agreed commitments with respect to attendance and time, providing notice of inability to attend where possible;
- ? work constructively and cooperatively with staff;
- ? ask for support if it is required;
- ? maintain complete confidentiality of library records, and any administrative information to which they may have access;
- ? adhere scrupulously to any relevant security procedures;
- ? meet agreed costs associated with volunteering, eg parking, travel;
- ? be receptive to performance appraisal, advice and feedback;
- ? provide any relevant information reasonably required by the State Library and allow this to be used for statistical or reporting purposes;
- ? contribute to the maintenance of a safe and secure workplace;
- ? provide notice of resignation where possible.

I have received advice from the supervisor on the roles and responsibilities of volunteers in the State Library. I agree to follow these guidelines

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager / Supervisor's Signature: \_\_\_\_\_