



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Libraries and Archives Volunteer Agreement

This Volunteer Agreement describes how we agree to work together.

Name of Volunteer:	Supervisor Name:
Contact number/E-mail:	Library Location:
Emergency contact name and number:	Library Contact number:

Your volunteering role and responsibilities

We have agreed that you will volunteer on _____ days and _____ times and will do _____ role.

Your tasks are listed in the Volunteer role description which has been provided. Please confirm that you have received a copy of the role description by ticking this box.

When working together day to day we expect you to:

- ensure that you are available at the agreed times and arrive punctually
- if you are unable to come in, contact the library giving as much notice as possible
- give as much notice as possible when you plan to be away on holiday

What you can expect from us

1. Support, Supervision and Training

You will receive a thorough induction into the work of the Library Service, its staff, your volunteering role and any support you need to meet the tasks of this role. The standards we expect for our services will also be clarified and continued support will be provided to help you meet these standards.

Your nominated supervisor will meet with you regularly to discuss your volunteering, any issues arising and your achievements.

2. Expenses (if applicable)

If you incur travel expenses in getting to the library, we will meet those for costs within zones 1 and 2. To be reimbursed, you must provide a receipt (an Oyster card reading is acceptable).



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

What we expect in return

3. All volunteers should:

- Behave appropriately and do nothing to damage the library's reputation be aware that some information that you may have access to whilst volunteering is strictly confidential.
- You must not pass on any information (directly or indirectly) about staff or customers or any council business to anyone
- Be aware of the libraries Anti-Racist and Equal Opportunities Policy and no one to be discriminated on the grounds of race, sex, religious beliefs, sexual orientation, disability, marital status or pregnancy.
- Be aware of health and safety rules and procedures in place to support staff and volunteers. know that the council operates a no smoking policy.

Ending this agreement

This document is not a legal contract and can be terminated by either side at any time. Unless there are unforeseen circumstances a notice period of at least 2 weeks is requested.

By signing this, you confirm you are working in the library as a volunteer and that this is not a contract of employment.

Please sign both copies. Your supervisor will keep one; the other is for your own records.

The information you have provided will be treated as confidential and only be used to enable us to maintain contact while you are volunteering.

This information will be held securely and deleted from our records when you are no longer volunteering with the Service, unless you notify us to be informed about future volunteering opportunities, celebration, service improvement ideas or events.

I agree to the conditions of my volunteering position as outlined above.

Signed: _____

Date: _____

Volunteer