Dixie Regional Library System may accept at their discretion individuals wishing to serve as volunteers or interns. There is no guarantee or expectation that volunteer/intern activity will result in employment with Dixie Regional Library System.

**Definition of a volunteer**

Any person over the age of 13 performing service on behalf of the library of his or her own free will without compensation or the expectation of compensation (payment, health or other benefits, etc.) Volunteers may serve as individuals or as part of a group. Volunteer service may be on a one-time basis, periodically during special projects or events, or on a long-term scheduled basis.

**Definition of an intern**

A student or trainee, 16 years or older who works in order to gain work experience. Interns may work with or without compensation through college degree programs, or government or business work placement programs.

**Salaries and Benefits:**

The library does not provide monetary compensation, health insurance, state retirement, Social Security, accrued annual or major medical leave, worker’s compensation, or other hired employee benefits for any volunteer or intern.

**Dress Code**

Extremes of any sort should be avoided, such as shorts, tank tops, clothing that bares the shoulders or midriff. Tattoos should not be exposed. Clothing should be clean and present a neat appearance. Nothing should be worn that has sexual innuendos, political messages, obscene language, etc. It is impossible to cover all contingencies of dress, so questionable attire should be cleared in advance with a supervisor or the Director.

**Qualifications**

Specific qualifications for service will vary depending on the assignment, but successful applicants will demonstrate the following:

* Ability to interact positively with the public.
* Willingness to perform a variety of projects and tasks
* Ability to listen actively, follow instructions, and ask questions if instructions are not clear.
* Ability to complete assignments within the established timeframe.
* Ability to work as a team with staff and other volunteers.
* Tolerance and respect for people of diverse lifestyles, cultures, religions, and values.

**Conditions**

* Under 16 years of age must have written permission from a parent or guardian.
* Transportation to and from the facility is the responsibility of the volunteer/intern.
* A library card in good standing.
* Must conform to all the policies, rules and regulations of the library paid staff. Failure to comply may result in termination of the assignment.
* Adherence to patron confidentiality set forth in MS Code on Confidentiality of Library User Records (MS Code §39-3-365), which states that: *Records maintained by any library funded in whole or in part by public funds, which contain information relating to the identity of a library user, relative to the user’s use of books or other materials at the library, shall be confidential. Such records may only be released with the express written permission of the respective library user or as the result of a court order.* As a result, we do not share patrons’ information, including, but not limited to:
	+ Patrons’ phone numbers, mailing addresses, and physical addresses
	+ Patrons’ school and/or employment information
	+ Materials currently checked out to specific patrons
	+ Information that patrons are seeking
	+ Patrons’ checkout and computer usage history
* All work must be completed within normal library hours unless otherwise specified.
* Signing in and out using the designated time sheet. Attendance should be approached as with a regular job, and absences or tardiness cleared with their supervisor in a timely manner (in advance when possible.) Excessive absence or tardiness can result in termination of service assignment.

As representatives of the library, volunteers/interns are expected to maintain a pleasant attitude toward library customers and staff. Rudeness or disrespect will not be tolerated.

The library is not responsible for any personal injuries sustained while functioning as a volunteer, for personal property lost, stolen, or damaged in the course of service.

Volunteers/interns wishing to end their assignment should notify their supervisor of their decision and their last day of service.

The library system is under no obligation to retain volunteers/interns and may make changes to or terminate the service assignment at any time and for any reason.

**Confidentiality Agreement**

**And**

**Rules of Conduct Acknowledgement Form**

I understand that this volunteer/intern assignment is not employment with the Dixie Regional Library System or a promise of employment at the completion of the assignment.

As a Dixie Regional Library System Volunteer/Intern, I agree that I will not disclose ANY confidential information on any library customer or employee record seen in the course of my assignment, during, or at any time after the assignment has been completed. This includes files of library customers or employee names, addresses, social security numbers, or other personal information. Such records and files shall not be made available by me to any individual, organization, entity, or to any agency or federal, state, or local government, or to anyone outside of the library staff that is overseeing my assignment.

I have read the Library Policy Manual and agree to abide by it and get supervisory library personnel to handle any infractions of said rules when I observe them. I understand I am not to try to deal with any such situations.

Volunteer/Intern Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parental Signature (if under 16):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_