

Library

615 McCallie Avenue
Chattanooga, TN 37403
www.utc.edu/library

Volunteer Agreement

The University of Tennessee at Chattanooga (UTC) Library welcomes volunteers who donate their time and talents to provide a variety of unpaid services of benefit to the University of Tennessee at Chattanooga.

Serving as a UTC Library volunteer is conditioned upon observance of the following Standards of Conduct. The UTC Library reserves the right to terminate the service of a volunteer if we determine that the volunteer has not complied with any of these standards or criteria. Further, the UTC Library reserves the right to request a background check of any volunteer.

I hereby agree to the following terms and conditions to volunteer in the UTC Library.

- UTC Library volunteers must be at least 18 years of age or older.
- UTC Library volunteers are not paid to perform services.
- UTC Library does not have the authority to offer academic credit or hours toward certification or accreditation. Parties interested in academic credit should consult the UTC Library's internship policies.
- UTC Library volunteers must always act in a courteous, considerate, and prompt manner in dealing with the public, fellow volunteers, and UTC Library personnel. UTC Library volunteers must avoid any action, whether or not specifically mentioned in this agreement, which might result in the appearance of:
 - Using their UTC Library volunteer position for private gain of themselves or others.
 - Giving preferential treatment to any one UTC Library user over another;
 - Impeding UTC Library efficiency or economy;
 - Losing independence or impartiality;
 - Affecting adversely the confidence of the public in the integrity of the university or the library.
- UTC Library volunteers may not engage in activities or otherwise mislead anyone to identify UTC Library with the products or services of a private association, organization, or business.
- UTC Library volunteers must respect each library user's right to privacy and confidentiality regarding information sought or received; resources consulted, borrowed, acquired or transmitted; and services used.
- UTC Library volunteers who are members of a private group, association, or organization must avoid activities on behalf of the group, association, or organization that are incompatible with their UTC Library volunteer positions or which otherwise might imply endorsement of the group, association, or organization by the library or university.
- UTC Library volunteers must preserve the security and integrity of the property, including archival and donated historical materials in the custody of Special Collections. They must observe all UTC Library regulations and procedures for storing, handling, and disclosing information from these records and materials.

- UTC library volunteers may not personally seek or accept money or any other thing of value (including gifts of any kind) in connection with their UTC Library service.
- UTC library volunteers must not use, take, dispose of, or allow others to use, take, or dispose of library collections, property, facilities, or services of any kind for other than officially approved UTC Library business. UTC Library facilities, telephones, property, and staff may be used only for official UTC Library business and only when authorized by appropriate UTC Library officials.

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date