

UNIVERSITY LIBRARIES

Information for Volunteers

Welcome to the University Libraries! We appreciate your willingness to volunteer for the Libraries, and trust that the experience will be satisfying and enriching for you. We've provided the following information to help you better understand the Penn State environment. Please don't hesitate to ask questions about these guidelines at any time.

1. Before you can begin volunteering in the Libraries, you must complete the following forms:
 - I-9 form (Employment Eligibility Verification) in Libraries Human Resources.
 - Volunteer Agreement. You and your supervisor will complete this together. The form will document your assignment, anticipated hours of service, and the length of time that you expect to volunteer for us. This agreement can be renewed.
2. Your work schedule will be based on an agreement between you and the department where you will work. We ask that you inform your department about vacation, illness, resignation, or any other action that would impact on your attendance or work performance.
3. Your department is responsible for your orientation and training, and for providing you with an appropriate workspace. If you have any questions or concerns about your work environment, please do not hesitate to talk with your supervisor.
4. You can volunteer only during the hours when your work unit is open and staffed.
5. As a volunteer, you will not receive compensation or promise of future employment.
6. As a volunteer, you are not eligible for some University privileges, including parking privileges, HRDC professional development programs, permission to drive a University vehicle, or keys or card access to the Libraries' facilities.
7. Volunteers are covered by University liability insurance if it is determined that they have been injured in the course of their work due to University negligence.
8. All University employees, including volunteers, are expected to adhere to all University policies governing employee behavior. All of Penn State's policies are available on the University's website at <http://guru.psu.edu/>. Your supervisor will show you how to access them.
9. If you decide to seek part-time or full-time employment in the Libraries or University, you must follow the established process for hiring. We are unable to give you preferential treatment in hiring. Feel free to consult with our Human Resources Office about Penn State employment policies.
10. If you should obtain part-time or full-time employment at the Libraries, the volunteer relationship will end.
11. A volunteer or the Libraries may end the volunteer relationship at any time, with or without advanced notice.