

## SHELF Agreement Form

**I will...**

1. Obey librarians and other authorities (i.e. SHELF leaders) and listen to what they say to me.
2. Dress appropriately because I realize I am a role model for the children that I am representing SHELF and the Jefferson Public Library.
3. Respect library property and the librarians' time because I know that both time and material objects are costly to the library.
4. Behave appropriately in the library, such as not being loud or disruptive and/or using any language or joking that is disrespectful or rude to anyone. I will also not run or rough-house in the library.
5. Respect patrons and other SHELF members.
6. Shelf regularly, maintain my shelf area and other duties assigned.
7. Attend the monthly meetings. Meetings are *usually* the 2<sup>nd</sup> Monday of the month.
8. Willingly shelve books or perform other duties without complaining and make sure that all the work I do (especially shelving) is done with the utmost care.
9. Stay on task from the time I sign in until I sign out. I realize that though I am a volunteer, I am expected to show good work ethic.

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*Please sign and return to Miss Tammy or Miss Maddie*

**I understand all of the above rules, and by signing this sheet I agree to follow each one listed. I also understand if I do not fulfill this agreement I may be recommended for suspension by any librarian and suspended by the SHELF leader. After three warnings/recommendations the SHELF authorities have the right to suspend me from all SHELF activities and meetings for one month. Upon a second suspension I will be asked to leave the SHELF group.**

\_\_\_\_\_ SHELF member name (printed) \_\_\_\_\_ date

\_\_\_\_\_ SHELF member signature

\_\_\_\_\_ Parent signature \_\_\_\_\_ date

\_\_\_\_\_ Librarian signature \_\_\_\_\_ date