

**WESTCHESTER PUBLIC LIBRARY  
READING TUTOR PROGRAM**

**VOLUNTEER CONFIDENTIALITY AGREEMENT**

I understand and certify that as a volunteer in the Reading Tutoring Program of the Westchester Public Library all staff, student, and library patron information whether personal or concerning a student's borrowing or reading practices or progress (written, verbal or other format) is confidential.

I agree not to access, review, disclose or use confidential staff, student, or patron information without specific authorization from a library administrator. I understand that I **may** discuss information about a student's reading practices and progress with the student's parent, teacher, library volunteer coordinator or library staff member for the purpose of assisting the student to improve the student's reading competency.

I also understand that even when I am no longer a volunteer with the Westchester Public Library; any confidential information I have learned must continue to be kept confidential. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all library policies and rules applicable to library staff as well as all directions from library administrators, managers, and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Library Director or a Library Manager at any time if it is determined to be in the best interests of the student, the library or its patrons.

I have read, understand, and agree to the information presented above:

Volunteer (printed name): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_