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**Volunteer Confidentiality and General Agreements**

Confidentiality Law (Section 149.432 of the Ohio Revised Code), passed in 2000, provides that:

Library records and patron information are confidential except if the parent, guardian or custodian of a minor child requests a library record or patron information pertaining to that child and in certain other situations.

I understand that as a volunteer of Columbus Metropolitan Library, I may become privy to patron record information as part of my volunteer responsibilities. I understand that customer records are confidential and a “need to know” rule applies to the viewing of all patron screens.

All records concerning library customers and materials used or checked out by patrons are confidential in nature and will not be released to a federal, state or local agency or any other persons unless requested by a court with legal jurisdiction. I understand that I will not handle requests for this information, and all requests will be referred to my location manager, supervisor, or another senior staff member.

I acknowledge having read this above statement concerning Patron Record Confidentiality and the CML Volunteer Confidentiality Policy and agree to abide by these policies and ask questions whenever I am unsure of how to apply the confidentiality standards.

Volunteer Name (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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I certify that all statements made on my application are true and correct to the best of my knowledge, and I agree and understand that if I am accepted into the Columbus Metropolitan Library volunteer program, any false statements may result in my dismissal from the program.

I grant the library full permission to use my name, any photographs, videos, motion pictures, or recordings obtained through the volunteer program for any publicity and promotional purposes without obligation or liability to me.

I acknowledge that there is no salary or other compensation for my services as a volunteer.

I understand that Columbus Metropolitan Library shall not be responsible for the loss or damage of personal property and possessions of the volunteer.

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Volunteer Signature Date