

ROOTS Project | Genealogist Mentors' Rights and Responsibilities

*Project Coordinator Copy: Please return this form to the Burlington Public Library
or to Project Coordinator Margie Wilson by May 31, 2013*

Your rights

- Receive training, support, and appreciation throughout your volunteer service
- Have Labor & Industries insurance coverage during volunteer shifts
- Receive a Burlington Public Library Card at no charge
- Have access to the tools and supplies needed to support the project
- Be recognized and respected for your service

Your responsibilities

- Attend ROOTS orientation sessions for genealogist mentors
- Authorize and pass a criminal background check
- Notify the project coordinator of any changes to your contact information or availability
- Notify the project coordinator if you are unable to meet at a scheduled time
- Notify the project coordinator if you are having difficulty in your volunteer duties or need assistance
- Be on time for scheduled meetings
- Consistently attend weekly meetings with the teens (approximately 20)
- Read, understand, sign, and submit the Genealogist Mentor Agreement
- Report situations where the teen's safety or well-being is at risk directly to the student's teacher
- Ask for help when needed
- Accept guidance from program staff or the teen's teacher
- Refrain from contacting or seeing any teen ROOTS participant outside of the ROOTS program

Philosophy

- Respect all participants, including other mentors and the teen participants
- Keep an open mind and accept different points of view
- Participate in the project with a positive, enthusiastic, and supportive attitude, so that all participants thrive in a productive collaborative atmosphere
- Encourage teen researchers to take the lead, practice new skills, and develop confidence

Expectations

- At the close of each session, please review the next homework assignments with the teen researcher so the student is clear on the assignment's objectives. At the next meeting, build in time to discuss the homework topic to assure the teen understands the concepts before proceeding to the next lesson.
- Explore the various resources available at BPL. Encourage teen participants to check out books, educational DVDs, and materials related to their research and for the pleasure of reading/watching/listening.
- Maintain an (anonymous) activity log of materials and resources used at BPL to be submitted at the close of the project for use in measuring which resources were most helpful to the project.
- Maintain confidentiality. Information pertaining directly or indirectly to any staff member, customer, or volunteer shall not be repeated or discussed inside or outside the library. Our commitment to confidentiality has deep roots, not only in the law, but also in the ethics and practices of librarianship. The American Library Association's Code of Ethics says, "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

I have read and understand my rights and responsibilities as a volunteer in the ROOTS Project.

Printed Name _____ Signature _____

Date _____