University of Kent

Special Collections & Archives

Volunteer Agreement

This Volunteer Agreement describes the arrangement between University of Kent Special Collections & Archives and you. We are grateful for the volunteering work you will be doing with us and we will do the best we can to make the experience of volunteering with us as pleasurable and rewarding as possible. This agreement explains to you what you can expect from us in your volunteering experience and what we hope from you.

**We expect you**:

* To treat others with respect and courtesy
* To perform your volunteering role to the best of your ability
* To work as directed by supervisors and Special Collections & Archives staff
* To undertake the activities outlined in your volunteer role description
* To respond to our emails within a reasonable timeframe
* To attend on time, or to give at least 24 hours’ notice to cancel or rearrange shifts or meetings with staff
* To let us know of any problems or difficulties you experience during your volunteering role
* To attend training offered for your volunteering role
* To let us know about any support or materials you may need from us within a reasonable amount of time
* To follow Information Services policies and procedures, including Health & Safety and Equality, Diversity and Inclusion
* Respect the confidentiality of any information/data which you may have access to through your volunteer placement
* Sign a Volunteer Agreement

As a volunteer you will create work that may be protected by copyright and other intellectual property rights, for example digitisation of collection items and creation of metadata records. Unless otherwise agreed the University of Kent owns all intellectual property rights in your volunteer work in order to support its mission of preserving and making its collections available.

**Special Collections & Archives will**:

* Treat you with respect and courtesy
* Introduce you to how the archive works and how your voluntary role fits within it
* Provide proper introductory training to the work you will be undertaking
* Provide you with a safe workplace and the equipment needed for you to do your work
* Provide any training that you need in order to complete any of the projects within your role
* Respect your skills, dignity and individual wishes and to do our best to meet them
* Deliver any materials or support on time, as agreed with you
* Provide information regarding your role in a timely manner
* Offer opportunities to feedback and comment on work undertaken
* Provide an expression of experience for a CV on request

**Please Note**: This Volunteer Agreement is not intended to be a legally binding contract between us. Neither of us intends any employment relationship to be created either now or at any time in the future.

Name:

Signed:

Date:

Emergency contact name:

Emergency contact number:

Year of birth: ………………………………… Pronouns: …………………………………

Volunteer personal contact details will be retained for administrative reasons whilst an individual is volunteering with SC&A, and these details kept secure from unauthorised access. All staff in SC&A will have undertaken the University of Kent’s e-learning module for Data Protection (GDPR). Contact details, and records of volunteering, will be retained for three years after the volunteer has left the service, to ensure that staff can provide future references.