

WELCOME TEEN VOLUNTEER

Name: _____

Start date: _____

VOLUNTEER GUIDELINES

The library and staff exist to serve the public. All assigned tasks are done with this purpose in mind. The care and concern with which you do your job is very important to the overall operation of the library.

Dress and Appearance:

All volunteers are expected to be well groomed and dressed in a manner suitable to their responsibilities. Halter tops, spaghetti straps, ragged or torn clothing, and flip-flop sandals are not permitted. Chewing gum and eating are not permitted in public areas of the library.

Working with the Staff and Public:

Be quiet and courteous to everyone you meet in the library. If someone asks you for help, direct them to the Reference Desk or Circulation Desk; this includes friends and family members. Please allow library staff members to answer all questions.

Avoid unnecessary conversations while working. Visits or phone calls from family or friends should be discouraged.

Scheduled Dates:

Day	10 AM – 12 PM	12 – 2 PM	2 – 4 PM	4 – 6 PM	6 – 8 PM
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
SATURDAY					

Know your assigned work times and be ready to start work at the assigned times.

If you are not able to come to work, please call 264-3600 as soon as possible and report expected absences to a supervisor.

Please call to ask permission before coming at a time you are not scheduled.

Sign in when you arrive and out when you leave. DO NOT leave the library during your scheduled time without notifying the supervisor.