



Guidelines for Volunteers

Volunteers should notify their supervisor or the Volunteer Coordinator as soon as possible if they know they will be late or absent.

Volunteers must sign in and sign out of the volunteer notebook.

Volunteers should always wear their name badges while working in the library.

Volunteers should maintain a professional, friendly demeanor at all times.

Volunteer questions should be directed to their supervisor, who is trained to deal with questions about the library's collection, services, policies and procedures.

Volunteers are ambassadors for the library and need to present a positive image to the public. It is expected that each volunteer's dress and grooming will be appropriate for a library environment and in keeping with his or her work assignment. If a volunteer is dressed in an inappropriate manner, they may not be able to work their shift.

Volunteers are responsible for updating personal data, such as change of address or telephone number, etc., with their supervisor or the Volunteer Coordinator.

To end a volunteer commitment, please notify your supervisor or the Volunteer Coordinator of that decision and the effective date.

The supervisor may meet with the volunteer regularly to review job performance. Evaluations may be formal or informal and may be written or verbal.

Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library or to make changes in the nature of their volunteer assignment.