



## VOLUNTEER INFORMATION SHEET

**Welcome to our library.** Thanks so much for joining our staff as a volunteer. Below are some of the activities you will be doing along with our policies and procedures for working at our library.

### **Volunteer Activities:**

- Shelve books in Adult, YA and Children's Dept.
- Shelf reading/straightening /shifting of books.
- Help prepare for programs, crafts and other activities.
- Set up or take down chairs in meeting room for programs.
- Help with programs, especially teen summer programs.

### **By Volunteering at the library you will have:**

- An opportunity to learn and practice a variety of job-related skills.
- An opportunity to meet new people.
- Volunteer experience for college, scholarship and job applications and recommendations by your supervisor.

### **Policies and Procedures:**

Please sign in and out each time you volunteer. If you cannot make it into work on the day you signed up for, please try and contact the volunteer supervisor, Cathy Seary. No questions asked, we just like to know who's going to be working that day. Cathy can be reached at 757-5330.

It is very likely that in the course of your volunteer work, customers will ask you questions. If they ask location questions such as, "where is the restroom?" go ahead and point them in the right direction. Otherwise, refer all questions to the Adult or Youth Services Information desks, where a librarian will help them.

From time to time you will likely see a friend while you are working. Of course you can say hi, but please keep your visiting to a minimum.

Please dress appropriately for working in public service. Jeans, long shorts, and sneakers are fine. Ragged, ripped clothing is not. Bare midriffs and short shorts are inappropriate.

Do not use cell phones or other electronic devices while you are working. They may be used in staff areas.

Food and drinks are permitted in our staff room. We have a refrigerator available for perishables. You are allowed to use the staff restrooms at any time.

Friendly, efficient service is expected at all times. Since the public sees you as a staff member, you represent the GFJ Library and its commitment to excellent service.