

## VOLUNTEER POLICY OF THE HAMBURG PUBLIC LIBRARY

- Volunteers must be at least 13 years old or entering the eighth grade. They need to be detail-oriented and conscientious.
- Volunteers should have a good working knowledge of decimal numbers and alphabetizing. A brief test in arranging theoretical titles will be given to each volunteer applicant.
- Volunteer tasks include shelving and reading shelves, assisting the children's librarian to prepare crafts, cleaning books, and general maintenance of the collection.
- Volunteers will not be trained in use of the circulation computer. Only paid staff will be responsible for the circulation desk.
- Scheduling is important. Most volunteers commit to two-hour blocks of time as their schedule permits. If a volunteer is scheduled to a certain time, they need to let us know if because of illness or scheduling problems they cannot volunteer on a given day.
- Volunteers who are legal minors need the signed permission of their parents or guardians to be able to work at the library.
- This task requires your full attention; therefore we ask that your friends and family members not join you while you're volunteering.
- Volunteers enjoy the same privileges and responsibilities as paid staff and need to follow the same official policies. The staff will direct you in these policies.
- If there are any questions or problems during your volunteer hours, please consult with the library director or whoever is in charge on that day.
- Volunteers shall refrain from use of IPOD, cell phones, and other electronic equipment while volunteering.

Reviewed and passed June 10, 2014