

## Leesburg Public Library

# Rules for Teen Volunteers

We are glad that you've decided to offer your time to the Leesburg Public Library as a volunteer. To make this experience a good one for you and the staff, alike, we need you to read and remember the following rules:

- (1)** You must be between the ages of 12 and 18 to volunteer in the Youth Department.
- (2)** Complete a City of Leesburg Volunteer application including social security number, and signed by you and your parent/guardian.
- (3)** You are committing to volunteer for a semester: Fall (Aug.-Dec.), spring (Jan.-May), summer (June-July).
- (4)** We expect you on your scheduled day and time. My Volunteer Day/Time is: \_\_\_\_\_
- (5)** If you cannot come at your assigned time you need to call the library at 352-728-9790 and speak with someone in the Youth Department.
- (6)** Two "no shows" (not coming at your assigned time and not calling to let us know you won't be here.) will result in your dismissal, and you will not be able to volunteer in the future.
- (7)** It is your responsibility to report your volunteer hours to your school, counselor, or scholarship provider. We recommend that you keep your own record as a back up. We will give you a copy of your volunteer record at the end of your service.
- (8)** Make sure you sign-in and sign-out when you are volunteering. If you take a break to visit with friends or play on the computer, you are not working and you will not get credit for that time.
- (9)** Behave responsibly and professionally. This includes wearing close-toed shoes, no logo t-shirts, being on time, and working.
- (10)** Volunteer tasks are: checking books in, shelf-reading, preparing materials for children's programs, filing obituaries, make copies, tearing printer paper, serving on the Teen Board, and engaging in activities related to the Teen Board.
- (11)** If a patron ask you a directional question, like "Where is the bathroom?" You can answer them. If they ask you a reference question, like "Where are books on dinosaurs?" direct them to the library staff member, even if you think you know the answer.
- (12)** The workroom and office space are not public areas. Please remain in the Youth room unless you are given a specific (supervised) project that requires you to be in the workroom or office.
- (13)** Do not bring siblings or friends with you during your volunteer time. They cannot work with you and you can't watch them while you are volunteering.
- (14)** Respect the staff and everyone at the library. This includes following directions and being polite.