



10 Ways to be a GREAT Volunteer @ Bexley Public Library

Food: Covered drinks are permitted, but keep them away from the computers. Small snacks are OK, but please don't eat them while volunteering. Ask to take a quick break if necessary.

Valuables: We don't have any safe place for you to keep them, so unless you want to put your iPad in your pocket, it's best to keep them at home. Phones should not be out unless you need to reach your ride or parent/guardian.

Where you should be: Find a staff person and ask them to direct you to your reporting area when you arrive for your Volunteer shift. Then, grab a nametag and sign in. Volunteers should wear a nametag at all times.

Friends and Family: Make sure your friends and family know that you're at the library to work. *Of course*, we want you to hang out at the library with your friends—but only before or after your Volunteer shift. You may not bring siblings or children you are babysitting to your volunteer shift.

Be Sensitive to Noise: Please no running or loud talking. Respect others around you who may need to have quiet time for studying or relaxing.

Attitude: Being nice counts! Please be patient and courteous at ALL times to ALL patrons. Make them feel welcome. Remember, you're representing the library when you're volunteering. Volunteers may not harass library patrons, staff or other volunteers. Harassment due to an individual's race, color, gender, religion, national origin, age, disability, marital status, status as a veteran or sexual orientation will not be tolerated. This type of behavior will result in dismissal from volunteering.

Help/Directions: If a patron asks you for help, direct them to a staff member. If you have a question or aren't sure about something, YOU can ask a librarian too! We're all nice here. Especially let us know if you are injured while volunteering, and whether or not medical attention is required.

When you've finished a task: You can ask a staff member if there is any other work for you to do. Time flies when you're busy, and we've got plenty of projects. Don't be shy, just ask!

Show up on time: Remember, even though this isn't technically a "job," we rely on volunteers to help us get work done. We greatly appreciate your help! Please arrive on time or a few minutes early, and **if you're going to be late or miss a shift, call us at 614-231-2878** or email teen@bexleylibrary.org.

Unexcused Absences: Each missed shift without letting us know in advance counts as an UNEXCUSED ABSENCE. Three unexcused absences may result in dismissal from volunteering.

*Flip over for teen volunteer and parent/guardian signatures.
You must bring this form signed with you on your first day.*



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SIGNATURE AND PARENT PERMISSION FORM:

Volunteer Acknowledgement:

Yes, I, _____ have read the **Ten Ways to be a Great Volunteer** and agree to abide by these guidelines at all times when I'm volunteering at the library.

Volunteer Signature: _____ Date: _____

Parent/Guardian Acknowledgement:

I, _____ give permission to my child to volunteer at the Bexley Public Library. I have read the qualifications and duties to volunteer and will assist my child in keeping their commitment.

Parent/Guardian Signature: _____ Date: _____

PHOTO RELEASE FORM:

The Bexley Public Library has the right and my permission to take and use my child's photograph in its promotional materials and publicity efforts. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I release Bexley Public Library, its agents, staff and the photographer from liability for any violation of any personal or proprietary right I may have in connection with such use.

____ Yes, I give consent for Bexley Public Library to photograph my child for library purposes and/or at library events.

____ No, I do not authorize Bexley Public Library to photograph my child for any purpose or event.

Parent/Guardian Signature: _____ Date: _____