Youth Volunteer Code of Conduct

These are the rules and expectations while volunteering at Reed Memorial Library:

- Dress in clothing that is casual yet clean, such as jeans without holes and t-shirts with appropriate content.
- If you are under 12, your caregiver must remain in the building while you volunteer.
- Arrive on time or a few minutes early. If you will be late or can't volunteer, call 330-296-2827 ext. 300 or email volunteer@reedlibrary.org as soon as possible and let us know.
- When you arrive, go to the first-floor desk, sign in, put on a volunteer lanyard, and ask a staff member what your assignments are for the day.
- While volunteering, stay on task and ask questions if you are confused or run into any issues.
- Be friendly and polite to others.
- Do not record yourself or patrons or talk on your phone while volunteering. Only text if absolutely necessary (such as to coordinate your ride). You may quietly listen to music or podcasts with earbuds or headphones only if you are working in the children's room.
- When patrons ask you questions about the library, direct them to the nearest library staff member.
- Tell the nearest staff member if you have been injured while volunteering at the library, even if it is minor. There is a first aid kit behind the first-floor desk.
- Do not abuse equipment or rough-house.
- Do not use offensive language or harass patrons, staff, or fellow volunteers verbally or non-verbally. If you are harassed or see harassment occur, immediately tell a staff member.
- RML staff reserves the right to terminate any volunteer agreement at any time.

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