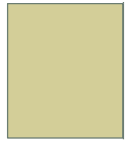


GRANBY FREE PUBLIC LIBRARY

297 EAST STATE STREET, GRANBY, MA 01033



Teen Volunteer Policy

The Granby Free Public Library welcomes teen volunteers and wishes to foster an environment that encourages a life-long spirit of community service, especially to libraries.

Parental consent is required in order for teens under the age of 18 to volunteer in the library.

Requirements:

- Have a library card
- Be 13 years of age or older
- Able to interact with staff and public in a positive manner
- Be dependable

Necessary Skills:

- Flexibility and willingness to learn and perform a wide range of projects
- Carrying out of tasks asked of you by library staff
- Ability to adhere to a specific schedule and to arrive promptly at the time scheduled
- Maturity and positive attitude
- Ability to understand and follow oral and written instructions
- Focus on attention to detail
- Eagerness to learn routine library tasks and work independently after training
- Ability to establish and maintain effective relationships with library staff

Duties:

- Shelve books (mandatory)
- Straighten, organize, and edge shelves (mandatory)
- Dust shelves and decorations throughout the youth services areas of the library
- Pick up toys
- Push in chairs and pick up books left out of place
- Help prepare crafts, cutting, pasting, and coloring
- Set up and clean-up of programs
- Copying, collating, filing, and alphabetizing
- Gathering and taking out of recyclables
- When asked by library staff, assist patrons at computer stations with the online catalog

Performs other functions required, such as maintaining appearance of the department. Teen volunteers generally do not assist the public, but perform important behind-the-scenes tasks.

Conduct:

- Be courteous and follow directions given by library staff
- Accomplish tasks asked of you with compliance
- No electronic devices such as Mp3 players or cell phones
- No texting is allowed while volunteering
- No food or drinks are allowed in the public areas of the library
- Do not engage in excessive or loud talk
- Racist, sexist, obscene, or profane language or gestures are prohibited
- Do not enter or leave the library excessively
- Do not disrupt the atmosphere of the library

Personal Appearance:

All volunteers are expected to present a clean, neat, and appropriate appearance during their scheduled shifts. Body hygiene should conform to accepted usage. Unacceptable dress includes the wearing of overly tight, loose, revealing, extreme, or inappropriate apparel.

Staff Work Space:

Volunteers are not allowed to be unaccompanied at the circulation desk unless prior permission has been given. Staff desks, staff computers, cabinets, phones, and other staff property are off limits to volunteers unless staff consent is given. Volunteers will be offered a safe place to store their personal belongings. Granby Free Public Library accepts no responsibility for loss of stolen items.

Guidelines:

- If a volunteer is ever injured while at the Granby Free Public Library, it must be reported immediately to the staff.
- Volunteers are expected to compose themselves at all times in a professional manner.
- Types of warnings:
 1. Verbal
 2. Written
 3. Dismissal

Hours and Scheduling:

Volunteers will be scheduled for one work session per week up to 2 hours unless otherwise scheduled by staff. Schedules will be made at the discretion of the volunteer, in cooperation with staff.

Contact:

If interested in applying for a volunteer position, fill out an application and return it to the Library Director. Volunteers will be contacted for an interview when a position is available. Applications will remain on file for 6 months.

Adopted by the Board of Library Trustees on June 5, 2012

Revised January 2016