



123 North Main Street
Fitzgerald, Georgia 31750
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Guidelines for VolunTeens

Summer Reading Program 2018

*To be considered for a Library Teen Volunteer position, the library must receive a completed application no later than **MAY 18TH**. Applicants will be notified the week of May 21st as to the status of their application.*

These are some basic guidelines for volunteering at the library. Please keep in mind that we treat volunteering as real-world work experience. We write references for scholastic programs, college applications, and job applications. We ask only that our Teen Volunteers are reliable and treat volunteering as we treat it, a real-world work experience.

1. Report for your shift on time.
2. If you cannot come in for your shift, call the library and let us know BEFORE your shift begins.
3. No eating or drinking while on duty. You are welcome to bring food and drink with you to eat or drink during your breaks. Please leave it in the break room or in the work area.
4. Always be courteous while on duty.
5. If a customer asks you a question, respond politely. Always refer them to a staff member if they have a non-directional question or a question not related to the Summer Reading Program.
6. Dress appropriately. Do not wear anything that you would not wear to church or to school, such as suggestive clothing or clothing with inappropriate slogans.
7. It is inappropriate to tell anyone else that a particular customer is at the library, or to tell someone what a customer is reading. As much as possible, try to protect the customer's privacy while at the library.
8. When you report for your shift, please do the following:
 - a. Please sign in and let the circulation staff know that you are there.
 - b. Straighten the Sign-up table. Make sure you have plenty of the appropriate supplies and the weekly prizes. If you need more, check with Jennifer or a circulation desk staff member.
 - c. Shelve any Children's books that are on the reshelving cart.
 - d. Straighten the Children's room. Check the puzzle area and straighten shelves. If you find books out of place, please give to the circulation staff to mark as used.
 - e. When these tasks are completed, check with circulation staff for further tasks. If they do not have anything else for you to do, please sit quietly at the Sign-up table.
 - f. When your shift is over, please sign out and let the circulation staff know that you are leaving.

We are very grateful to our Teen Volunteers for all of their help and assistance. We ask that you adhere to these guidelines while you are on duty. If you have any questions or concerns, please speak to Jennifer.

***THE TEEN VOLUNTEER ORIENTATION IS SCHEDULED FOR
WEDNESDAY, MAY 23RD FROM 4 P.M.-5:00 P.M.
THIS ORIENTATION IS MANDATORY FOR ALL TEEN VOLUNTEERS***