

C. E. Weldon Public Library

Guidelines for Senior Volunteers

First, thank you for volunteering your time. It is a generous gift on your part and we appreciate it. We would like to give you some guidelines to make your time here successful.

Attitude

Always be aware that you represent the library and the community you live in when you serve in your assigned task. The library is a public service organization and as such, the people you meet will expect you to be polite and helpful to them. You will be trained to serve and to meet people.

Dress Code

You will find your time more enjoyable if you remember that this is not your home nor your school. This is a place of business.

Dress neatly and appropriately. Clothing should follow school dress code. If shorts are worn, they should be no shorter than a hand-length from your knee. If you report for duty and your clothing is not appropriate, you will be sent home to change.

While we respect individuality, dress code at the library must be appropriate for the business place.

Conduct

Good manners are never out of style. Be polite. "Please" and "thank you" are watch words and code words to good conduct. You will be meeting small children and their parents. You are an example to these children and a helper for these parents. If someone upsets you, excuse yourself and tell the patron that you will get your supervisor. It is never appropriate to criticize or make inappropriate remarks about any patron, library staff, teacher, or community member. We must keep our opinions of a person's character and behavior to ourselves.

Be sure to tell your friends and family that you, and you alone, are volunteering your services to the library. You are not allowed to bring family members or friends with you. If a family member or friend would like to help at the library, they must fill out an application form and be invited to the orientation and training. Arrange to meet your friends and communicate with your family before or after your volunteering duties.

Personal phone calls should be limited to your parents. This is a business phone and is reserved for library business. Cell phone use is not allowed in the library. They should be left in your purse or pocket with the ringers off. Should your

parents need to call you, they can call you on the library phone (587-3148 or 587-4750). Calls will be forwarded to you.

Assigned Tasks

Your work will include shelving books, working with the computers in both the catalog and check-out and check-in capacity. You may be asked to do any number of tasks. Some will be easy, some difficult, some fun, some routine. All should be performed promptly and courteously.

Mrs. Sabrina Exum is in charge of the children's programs for the library. Mr. Russell Cook is the Director of Adult Services, and Mrs. Roberta Peacock is the Library Director. Mrs. Betty Dielman and Mrs. Bea Dean are our Library Aides. Nora Mackins and Pat Johnson are our part-time Library Aides. Elisabeth Tucker is our Jr. Library Aide. Any of these people may ask you to help with a task. Please cooperate with them.

You will be given a schedule of when to report for your volunteer duties. Be sure that it is agreeable to your parents. Should they prefer that you work a different day or time, please inform Sabrina Exum. We will make every effort to reassign your days and hours.

If for any reason, you are unable to attend when you are scheduled to do so, please call the library the day before, unless it is an emergency, and tell a library staff member you are unable to report to work.

Training

You will be given orientation meetings and guided through the library's "behind the scenes" to familiarize yourself with locations and routines.

Training in the necessary skills to make your contribution beneficial will be an ongoing process. Some of the terms you hear may not be familiar to you. Always ask questions and tell us what you may not understand. NEVER invent a procedure or process. The library way of doing things has been long established and procedures are followed for reasons of efficient proper management. If you have a suggestion, please tell your supervisor. It will be discussed to see if the process works into the established procedures.

Finally, we hope your time with us is a good experience for you. You may find the work and the staff intimidating at first but a positive attitude on your part will result in positive reactions on the part of your coworkers. Welcome to our staff.

Roberta Peacock
Library Director
C. E. Weldon Public Library

SENIOR VOLUNTEER APPLICATION

(must have completed 9-12 grades)

The C. E. Weldon Public Library relies upon senior volunteers during the summer reading program and throughout the school year. We ask individuals in high school (grades 9-12) to commit themselves to 2-3 hours per week of volunteer work in the library. We are looking for hard-working, creative and dedicated people. As we work with the public, we expect all volunteers to act and dress accordingly.

All senior volunteer will be expected to complete a brief orientation and training session. The library staff may dismiss any individual who does not fulfill his/her obligations. The library will also keep a record of all volunteer hours, which can be applied to community service credit or as a future reference for job applications.

To apply for a senior volunteer position, please fill out the following form.

_____ (Parent or Guardian of) _____

do hereby give my permission for my child to participate in the Library Senior Volunteer program.

Date: _____

Grade: _____

Phone Number: _____

Birth Date: _____

Email address: _____

Please list the day(s), hour(s), and month (June or July) you would be available to work at the library.

- a. _____
- b. _____
- c. _____

Write briefly why you would like to volunteer in the library. Use the reverse side of the paper if necessary.
