



---

C.H.

---

**BOOTH**

---

LIBRARY

---

## Volunteer Guidelines

C.H. Booth Library | 25 Main Street | Newtown, CT 06470

Thank you for your interest in volunteering at the C.H. Booth Library. We hope that you will enjoy your volunteer experience. Please keep this sheet for your future reference.

### **Behavior:**

Volunteers may wear casual clothing with the following exceptions: flip flops, short shorts, bathing suits, baggy pants, t-shirts and / or clothes with rude messages. The library can be dusty and dirty and crafts can be messy. In short – look nice, but don't wear your favorite outfit.

While volunteering, any handheld device (phone, iPod, game) must remain unused and out of sight. If you are specifically tasked with using your device, it is permitted.

No gum and no food please.

While we will do our best, the library cannot guarantee that requested hours will be accommodated by a certain date.

Volunteering is a commitment. Friends and siblings may not accompany you. If your friend or sibling is also a volunteer, you may be assigned to different areas. Socializing – including computer and phone use - is not part of the volunteer experience. Warnings will be given if there is a lack of focus shown.

The purpose of volunteer service is to assist the library. We cannot accommodate last minute requests, frequent cancellations, or other actions that hurt library services, the library's reputation, or waste library resources. As a volunteer you are making a commitment and are expected to keep promises.

Volunteers are expected to complete volunteer shifts in their entirety.

If any discipline is called for, there will be oral and written warnings. Any warnings may result in dismissal. Zero credit is given for dismissed volunteers.

Any behavior that endangers you, other people, or library property will result in immediate dismissal. We will dismiss any volunteer that is habitually late, does not report for shifts, is rude to patrons or staff, steals or destroys library or personal property, or intentionally disrupts library services.

If anyone makes you feel uncomfortable or unsafe, please contact a staff member.

Refer any questions about the library, its materials, or its services to library staff. Please ask staff for help at any time - we want you to succeed!

Library volunteers are not covered under any kind of municipal or library association insurance; if injured, volunteers must use their own insurance for coverage of treatment.

### **Responsibilities:**

The most important responsibility that you will agree to have on a routine basis is to keep absolutely private / confidential any and all personal information that you handle or see. **No exceptions.** The library's patrons use the library with the expectation of privacy and all staff and volunteers guard this very closely.

Last-minute requests for volunteer hours usually disrupt library services and cannot be accommodated.

If you need to miss a shift, please give the library 24-hours notice. If you have a significant role or duty, 48 hours is required. Unexcused absences result in warnings; absences due to illness or family emergencies are understandable and handled differently. If you cannot comply with library volunteer guidelines, we cannot give you volunteer credit.

The library will track the hours you have volunteered but you are responsible for signing in and out at the time of your duty. If it's not on the timesheet, it will not count.

### **Volunteer Procedures:**

Arrive promptly for your shift.

Fill in the sign-in sheet each time you volunteer.

Check in with a librarian when you arrive and when you leave.

Wear a nametag if required.

Volunteers generally work 1-3 hours at a time; prior consent is required for more.

During the school year teen volunteers should consider a maximum of 5 hours per week in order to properly focus on school and other commitments. Summer volunteerism guidelines may be different.

For almost all teen volunteer concerns, it is the student's responsibility to contact the library staff, not the parent / guardians. It is an important expectation for teens participating in the volunteer program to develop communication skills and problem-solving techniques. Library staff will work with volunteers to develop these skills.

The library will make reasonable attempts to accommodate volunteers with special needs. If you are a parent who believes that your child requires an accommodation, we suggest that you notify the library two weeks in advance of orientation. It is important for the library to know about accommodations so as to provide the best possible volunteer experience for all involved.

For additional information, please contact our Volunteer Coordinator at [ya@chboothlibrary.org](mailto:ya@chboothlibrary.org) or by phone at (203) 426-4533, ext. 4651.