



GPL VolunTeen

(Teens in Grades 8-12)

VolunTeen Guidelines

- 1. Think of volunteering as a job.** Behave and dress accordingly. Dress as you would for school. Wear your name badge at all times so you can be identified as a volunteer.
- 2. Treat library staff, patrons, and other volunteers with respect.** Be polite and courteous to everyone you come in contact with at the library. Think of yourself as a positive role model for the children using the library.
- 3. Know when you are scheduled to volunteer.** It is your responsibility to keep track of your schedule and to be sure your parents/guardians know when you are volunteering. We are planning that you will be here for your scheduled times, if you do not show up we, or our colleagues, are pulled away from our other duties. You could also be depriving another volunteer of the opportunity.
- 4. Arrive on time and record your volunteer hours.** Please sign-in using the volunteer folder at the Children's Reference Desk. When you leave, sign out. Keeping track of your community service hours is your responsibility.
- 5. If you are not able to come to your volunteer assignment or must be late, call the library as soon as possible.** Call the library at **518-456-2400 x 4**. Any volunteer who fails to show up for scheduled hours, without prior notice, 3 or more times will not be scheduled again.
- 6. Do not use your phone during your volunteer assignments.** Phones should be on silent. If you need to use your phone, please let your supervisor know and make any calls outside or in the lobby.
- 7. If you have a problem or concern, please seek help from a library staff member.** We want you to feel safe and comfortable and enjoy being in the library.

GUILDERLAND PUBLIC LIBRARY

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