



BENBROOK PUBLIC LIBRARY

Teen Volunteer Rules

- You need to call or email at least 1 hour before your scheduled time if you are unable to attend (*contact info will be provided*). If you are late/miss a shift 3x, you may be removed from the program.
- Sign in & out on the sheet provided each day. Your hours for the day must be approved with a special stamp from a staff member before leaving the library.
- 12 to 15 year olds may only volunteer up to 3 hrs/day (for a max of 18 hrs/week) between the hours of 7am & 7pm [*per regulations concerning minor employment*].
- Siblings & friends are not allowed to accompany the teen volunteer at the prize tables during volunteer shifts.
- Volunteer hours are service-focused, meaning that if patron traffic is low you may be asked by staff to help with other library projects. If volunteers are caught skipping out on work duties and socializing, then the hours will not be logged for that shift.
- Cell phone use is prohibited during volunteer shifts (*exceptions to be made for parents/guardians and extenuating circumstances*). Headphones/earbuds are not to be worn during volunteer shifts.
- Dress appropriately for the environment/tasks:
 - o No controversial or inappropriate words/graphics on clothing
 - o No undergarments showing
 - o Wear appropriate & comfortable shoes
- Proper library behavior should be observed at all times while volunteering. A copy of the library rules of conduct is provided on the back.

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



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Library Etiquette for Teen Volunteers

- Arrive at the library ready to work and on time
- Arrived dressed appropriately for volunteer work. Keep in mind we are a family-oriented community center with patrons ranging from the elderly to babies.
- The library patrons come first! (*Library patrons are the people that come to use the library's services*)
 - o Do not interrupt when library staff members are working with patrons
 - o Do not block areas where patrons are looking
- Knock and wait for a response before entering a closed office door
- Book carts are for pushing only! Do not stand, sit, jump, or ride the book carts
- Do not leave book carts or other library equipment unattended in patron areas
- Refer library patrons who ask for assistance to a staff member
- Leave your work area clean at the end of your shift

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Staff Signature: _____ Date: _____