

TRPL

Teen Volunteer

Handbook

Three Rivers Public Library

920 W. Michigan Avenue | Three Rivers, MI 49093

(269) 273-8666 | www.threeriverslibrary.org

Welcome!

On behalf of the Three Rivers Public Library, I would like to thank you for your commitment to volunteering for us. In order for our library to run smoothly, we rely on the hard work provided by volunteers to help us in our daily tasks as well as helping out with programs and special events.

The TRPL offers teens an opportunity to earn hours for service organizations and receive documentation of their service to use for college applications and scholarships. Beyond summer volunteer opportunities, the TRPL needs volunteers during the school year and offers a variety of programs and events designed just for teens. More information about teen happenings can be found in our newsletter, by asking any staff member, or by visiting us online:

- www.threeriverslibrary.org
- [Facebook.com/ThreeRiversPublicLibrary](https://www.facebook.com/ThreeRiversPublicLibrary)

If you ever have any questions or concerns, please do not hesitate to call me at (269) 273-8666 or send me a message via email at bschoon@threeriverslibrary.org.

I look forward to working with you!

Sincerely,

Bobbi Schoon

Asst. Director and Young Adult Librarian

EXPECTATIONS AND RULES

When you sign up to volunteer at the library, you make a commitment to follow all of the expectations and rules outlined in this handbook.

Everyone who volunteers at the library is expected to act in a cooperative and respectful manner toward each other, library staff, and library patrons. Volunteers must follow the Patron Behavior Policy (found on our website). Conduct that is disruptive will not be tolerated. Anyone engaging in such conduct will be asked to leave and guardians will be contacted.

Non-negotiable behaviors that lead to expulsion from the library include:

- **Use or possession of illegal drugs, tobacco, or alcohol;**
- **Disrespectful behavior to other volunteers, library staff, or library patrons;**
- **Leaving the library building or program site without permission from a volunteer supervisor.**

No service hours will be awarded if any of the above behaviors occur.

Volunteers will be working in public areas, so you are expected to carry yourself in a professional manner at all times. Our dress code is casual, however please keep in mind that the following may not be permitted:

- **Ripped or stained clothing;**
- **Clothing with offensive language or displays of alcohol/tobacco/illegal drugs;**
- **Excessively short, tight, or revealing clothing;**
- **Excessively loose fitting clothing;**
- **Exposed midriff tops.**

You will be notified if your volunteer task requires clothes that can get messy (for example, painting props for programs, helping with the garden, etc.) It is also advised that you wear closed-toed shoes at all times. A cart of books is very HEAVY and may cause damage to your toes if you roll over them.

Good personal hygiene and personal habits are also very important. This includes taking care to avoid body odor and making sure oral hygiene is maintained. Also avoid strong colognes, perfumes, or lotions.

You may carry a cell phone with you, but must refrain from using it while undertaking your volunteer duties. If you need to make an emergency call you must check with your supervisor or another library staff member. All calls must be placed/taken out of public view.

You may bring personal items (such as a purse or bag) with you to your shift. However, there is not a guaranteed place for you to store your items. Please consider leaving any non-essential items at home. The library is not responsible for loss or theft of any personal items.

You should arrive on time for your shifts. Many volunteer opportunities involve programs that the public will be attending, and as such, have a specific start time. We don't want to keep our patrons waiting!

MOST IMPORTANTLY: You should only sign up for shifts that you can DEFINITELY attend. If you have taken a spot that you can't come to, another volunteer is missing out on that opportunity. If you are tardy, cancel frequently, or don't show up for a shift, you may be asked to leave the volunteer program.

TASKS AND DUTIES

Below are some of the tasks and duties that teens may be assigned while they are volunteering at the TRPL:

Library-Run Summer Reading Program (SRP) –

- **Students may help prepare materials for the summer reading program. This will include preparing prize bags, registering patrons for various SRP activities, handing out prizes, etc. During slow times, volunteers may be asked to perform activities under Circulation Duties.**
- **Students may also assist library staff in the running of SRP activities and events, such as preschool story time, school age programs, and all-ages performances. Duties may include room set up, helping children with crafts, serving snacks, and clean up. During slow times, volunteers may be asked to perform activities listed under Circulation Duties.**

Circulation Duties

- **Materials maintenance – Volunteers may spend time shelf reading the call numbers of materials in the library’s collection to ensure its correct order. Students may also spend time straightening the materials they have shelf read by making sure all of the spines of the materials line up with the edge of the shelf and are standing upright. Students may also be asked to apply labels and stickers to books, as well as empty the book drop, shelve materials, look for missing items, etc.**
- **Prepare materials for programs and displays – Volunteers may prepare materials for upcoming programs. Such duties may include: Cutting out shapes, using the die-cutter, folding pamphlets, photocopying, decorating bulletin boards, etc.**
- **Office Work – Volunteers may spend time working on various projects, such as data entry, shredding, filing, etc. Students may check the public copier and printer and fill with paper if necessary. Students may make sure there is an adequate amount of scrap paper and golf pencils near the TRPL terminals and at the public computer stations, refilling if necessary. Students may cut scrap paper using a paper cutter.**
- **Cleaning – Volunteers may use a duster to wipe down all surfaces in the library. They may also be responsible for cleaning of materials and other special cleaning projects. Volunteers will be provided with gloves if using cleaning chemicals.**

Teen Advisory Board

- **Program Promotion – Volunteers may be asked to spread the word about upcoming events. This includes talking with other teens, asking school staff to hang flyers, and designing promotion materials.**
- **Book Reviews – Volunteers may be asked to write book reviews for use by other teens and patrons at the library. Reviews may be posted in the library, on the TRPL website, or on the TRPL Facebook page.**
- **Volunteer Event Planning – The TAB team will be leaders in volunteering at the library. They may be asked to help pick and plan other volunteer events.**

HOW TO PICK YOUR SHIFTS

To sign up for volunteer shifts, you will first need to have your parent or guardian fill out the attached form. You can either email it back to me or drop it off at the front desk in the library. This form only needs to be filled out once and will be kept on file for future volunteer sessions.

Once you return the completed form to me, I will give you access to the online volunteer sign ups. You will need to create an account to view and select shifts online. Please let me know if you need help setting this up. If you prefer not to create an account, please contact me and I can sign you up manually. However, there may be a delay between the time you contact me and when/if I am able to sign you up for the shift (for example, if you contact me on Sunday and I am not able to address your email until Tuesday, that shift may already be taken).

Please be sure that the email you provide is one checked frequently!

Don't be discouraged if all of the shifts are taken or there is not a shift that works with your schedule. We add programs throughout the year and you will always be notified of upcoming volunteer opportunities.

I look forward to working with you!

Be sure to complete the final two pages of this handbook and turn them in.

SIGN & RETURN TO THE THREE RIVERS LIBRARY

Drop off in person at the front desk, to me, or email it to bschoon@threeriverslibrary.org.

Three Rivers Public Library Teen Volunteer Contract

I have read the TRPL Volunteer Handbook. I have shared the information found in this handbook with a parent/guardian. I will abide by all of the rules and regulations set out in this handbook. I will come to all of the shifts that I have signed up for. If for some reason I cannot make it to one of the shifts that I signed up for, I will contact one of my fellow volunteers to see if they can cover my shift. If no one can cover my shift, I will contact the Three Rivers Public Library, at least 24 hours in advance, or as soon as possible. I understand that if I frequently cancel volunteer shifts, the rest of my scheduled shifts may be cancelled and no credit may be awarded for shifts worked. If I have any questions or concerns I will contact, Bobbi Schoon, or another staff member of the TRPL, immediately.

Volunteer Signature _____ Date _____

Print Full Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Race: _____ Sex: _____ Date of Birth (MM/DD/YYYY): _____

Print Email Address: _____

PARENTS/GUARDIANS – PLEASE SIGN THE FOLLOWING PAGE

I give permission for the below named applicant to volunteer at the Three Rivers Public Library. I fully understand the nature of the activities described above and the risk of injury or loss of property associated with the activity. By signing, I release the Three Rivers Public Library and its employees from any claims made by the child or on behalf of the child should injury or loss of property occur as a result of his/her participation.

I certify that all answers that my child provided to questions on this application are true and complete. I understand that falsification of this application may result in disqualification of my child from volunteer activities. I authorize Three Rivers Public Library to make any inquiries about and receive any information about my child's suitability for volunteer work, including conducting a criminal background check. I give permission to persons contacted to provide such information. I forever waive, release, and covenant not to sue any person or organization for any result providing, obtaining, or acting upon such information. I understand that such information is sought with confidentiality, and I will not request copies of such information. A copy of this authorization shall be as effective as the original. I further understand that there is no compensation for volunteer services, nor will subsidies be paid for transportation, meals, etc. nor will volunteer service lead to employment with the Three Rivers Public Library.

Parent/Guardian Signature _____ Date _____

Print Name of Parent/Guardian: _____

Name of Teen Volunteer: _____

Emergency Phone Number: _____ Name: _____

2nd Emergency Number: _____ Name: _____