

*Find yourself next to the water.*



## Student Volunteers

Welcome and thank you for your interest in being part of the Vaughn Public Library. Volunteers play an important role in making the library a great place to be. The time you spend volunteering benefits the Library, the Community and You! The Vaughn Public Library has high expectations for student volunteers. The following guidelines ensure a successful experience for the volunteer and the library.

- The student must be at least age 12
- The student and a staff member work together to arrange specific volunteering times. A typical schedule might be one or two days per week for an hour and a half each day. Exceptions may be made, however no student should volunteer more than 4 hours a week.
- The student volunteer will arrive on time and ready for tasks. If unable to volunteer, the student will inform a staff member as soon as possible. Unexplained absences and/or excessive excused absences may result in discontinuation of the volunteer position.
- The student volunteer is neat in appearance and dresses in clothes appropriate for the library.
- The student volunteer stays on task and follows directions with a cheerful attitude. Some of the tasks are repetitive; most require careful attention to detail and concentration. The student volunteer is expected to take the responsibilities assigned seriously and put forth a commendable effort on each task.
- The volunteer understands library staff members are the supervisors.
- When library users need help, student volunteers will refer them to a staff member.
- The student volunteer will avoid spending time in the staff work area unless instructed to perform a task there. When students are using the library not in a volunteer capacity, the staff work area is for use by paid staff only.
- The student volunteer represents the library. Volunteers are expected to act in a mature, responsible manner at all times in the building, even when they are not working as a volunteer.

By signing below, the student volunteer and parent/guardian agree to follow the expectations listed above.

\_\_\_\_\_  
Student Volunteer Signature & Date

\_\_\_\_\_  
Parent Guardian Signature & Date

\_\_\_\_\_  
Library Staff Signature & Date

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## Student Volunteer Task List

**Cleaning Books** -- this involves using a cloth to wipe down the front and back covers of books. Students take a designated section to clean and straighten.

**Shelf Reading** -- student volunteers are assigned a specific section in the library to examine and rearrange if necessary. Materials should be in chronological and alphabetical order, aligned neatly and the shelf dusted if necessary.

**Preparing Materials for Recycling** – under the direction of a librarian, students will prepare newspapers or other materials for recycling.

**Program Help** – student volunteers assist with library program preparation, implementation and clean up. Programs occurring off library site require additional parent permission.

Please drop off at the library or send as an email attachment to Sarah Adams  
[sadams@vaughnlibrary.org](mailto:sadams@vaughnlibrary.org)

Thanks