Teen Volunteer Guidelines

1. Volunteers are expected to be respectful and courteous while volunteering and using the library.
2. Volunteers will follow the directions of library staff and must be able to work independently.
3. Volunteers will follow a fixed schedule unless otherwise noted or agreed.
4. Volunteers must keep cell phones silent and out of sight during their volunteer shift and must keep personal conversations brief.
5. Except for emergencies, if a volunteer cannot make a scheduled shift they are expected to email Emma (teens@newprovlibrary.org). If it is within 48 hours of their scheduled shift or they are scheduled for a Friday, Saturday, or Sunday shift they must email Emma AND call the library and speak to or leave a message for the Reference Librarian (not Emma) 908-665-0311 ext. 103.
6. Volunteers understand that if their behavior becomes disruptive, or they continue to break the rules listed above, they may be asked not to return to the volunteer program.