

APPENDIX E
Gravenhurst Public Library
Volunteer Guidelines and Procedures



The following guidelines and procedures outline the essential expectations of all volunteers:

- 1. Interaction with Library Users** Library user requests are always handled by paid Library staff due to liability issues and because of regular changes in our operations and procedures. Volunteers must refer all user questions to Library staff.
- 2. Record of Volunteer Hours** A drawer designated specifically for volunteers can be found in the staff workroom. This is where the volunteer binder is kept. The binder includes a sign in / out sheet as well as a list of volunteer duties. Please ensure that you record your volunteer activity each time you are at the Library in a volunteer capacity.
- 3. Dress Code and Identification** Volunteers are expected to have a clean and neat appearance while assisting at the Library. Please dress comfortably but appropriately for your assigned task. Ensure also that you always wear a volunteer badge which you can obtain and return to the drawer in the staff workroom.
- 4. Storage of Personal Belongings** The Library is not responsible for the loss or damage of personal effects. Student volunteers can store their belongings at the Child and Youth Services Librarian's desk. The library cannot assign personal lockers to volunteers however there is some space to store personal items in the drawer designated for volunteers.
- 5. Assignment of duties and reporting** All volunteers need to first check in with Library staff when they are here in a voluntary capacity. If you are unable to attend a regularly scheduled volunteer shift or event, please inform the staff designate. Program/task related questions can be directed to full time staff. General questions about volunteering, policies, etc. should be directed to Jocelyn Ariss or Julia Reinhart.
- 6. Parking** There is a three-hour time limit for use of the public parking lot next to the Library building.

Name of Volunteer

Date

Signature of Volunteer/ Guardian