**Sample library volunteer duties:**

1. Shelving and shelf reading

2. Pulling materials on hold from the shelves

3. Helping with children's craft programs (preparing materials in advance or helping with the craft)

4. Stamping and putting labels on new paperbacks -- adult and juvenile

5. Stamping and labeling new materials (books, DVD's, etc.) in processing

6. Stamping, boxing and bundling withdrawn materials for monthly book sale or for discard

7. Assisting with the inventory of the collection by scanning barcodes with the portable scanner

8. Light cleaning duties – dusting, vacuuming, straightening books

9. Assisting with grounds maintenance – weeding, spreading mulch, painting, planting flowers

If any assignment appears to cause physical discomfort or could lead to personal injury, the volunteer/community service worker should, without delay, report this to their staff supervisor or, if they are unavailable, to any other library staff member. Any injuries should be reported to a staff member immediately.

**CONFIDENTIALITY/PRIVACY**   
Volunteers are not allowed to sit or stand behind the circulation desk. They may not use staff computers unless expressly directed to do so and then only in the capacity specified.

All transactions between library patrons, staff and/or volunteers and community service workers are completely confidential. This includes any information about materials a patron has looked at, asked for, requested or checked out, as well as questions asked by a library patron and conversations pertaining to a patron’s account. A patron’s usage of a library public access computer is also confidential information.

The library hosts Narcotics Anonymous and Alcoholics Anonymous meetings on Monday and Thursday evenings. In keeping with their mission and the library’s confidentiality policy, staff members, volunteers and community service workers may not identify attendees of the meeting nor may they discuss who attended with anyone other than the library director and only then if it is because of an immediate concern.

Since the public usually assumes volunteers are staff members, volunteers should remember they represent the library’s commitment to excellent service. Friendly, courteous behavior toward everyone using the library is expected, regardless of their demeanor. Any patron questions (other than simple directional queries) should be referred to a library staff member. Please do not attempt to answer questions directly, but let the patron know you are a volunteer and either lead the patron to the circulation desk for staff assistance or let a staff member know of the patron’s request for assistance.

**I have read, I understand, and I agree to abide by this Volunteer Policy.**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**