Thank you for your interest in volunteering with E.G. Fisher Public Library! Volunteers are a vital part of our mission to serve the community. To ensure a positive and productive experience for everyone, please review the following policies and requirements.

**Volunteer Eligibility**

1. **Age Requirements**
   * Volunteers must be at least 12 years old.
   * Volunteers under 18 years old require parental/guardian consent.
   * For certain tasks, volunteers must be at least 18 or 21.
2. **Application Process**
   * All prospective volunteers must complete a Volunteer Application form.
   * Background check may be required for volunteers 18 and older or for court- ordered juveniles. Please allow for extra time.
   * Attendance may be required for a volunteer orientation session before starting.
3. **Commitment**
   * + Volunteers are expected to commit to their agreed upon schedule

**General Policies**

1. **Scheduling and Attendance**
   * Volunteers are responsible for arriving on time for their shifts.
   * Notify the volunteer supervisor as early as possible if you are unable to attend.
   * Volunteers who miss multiple shifts without notice may be removed from the program.
2. **Dress Code**
   * Volunteers must dress appropriately for a public service environment:
     + Wear neat, clean clothing.
     + Closed-toe shoes are required for safety.
     + Avoid clothing with offensive or inappropriate images or language.
3. **Conduct**
   * Follow the **Volunteer Code of Conduct** at all times.
   * Treat library staff, patrons, and fellow volunteers with respect and kindness.
   * Maintain a positive, helpful attitude while on duty.
4. **Confidentiality**
   * Volunteers must maintain confidentiality regarding patron records, conversations, and other private information they may encounter.
5. **Training**
   * Volunteers may be required to attend training session or on-site training and learn about specific tasks and library policies.

**Volunteer Duties and Roles**

Volunteers may be assigned to a variety of tasks based on library needs and individual skills, including:

* + Shelving and organizing books and materials. (training required)
  + Assisting with library programs (e.g., storytimes, events, or crafts).
  + Preparing program materials (e.g., cutting, sorting supplies).
  + Assisting with cleaning and organizing library spaces.
  + Helping during special events, festivals, or community outreach programs.
  + Performing clerical tasks such as photocopying, sorting, labeling, or assembling packets.
  + Assisting patrons with basic questions about library services, events, or locating materials.
  + Tidying and restocking shelves, tables, and seating areas to maintain a clean and welcoming environment.
  + Creating or updating displays and bulletin boards.
  + Assisting with inventory projects (e.g., scanning barcodes, checking for missing items). (training required)
  + Supporting technology-based tasks, such as organizing devices or helping during computer-based programs.
  + Promoting library events or initiatives by distributing flyers or materials as needed.

**Health and Safety Policies**

1. Follow all library safety protocols and report hazards or injuries immediately to a staff member.
2. Volunteers feeling unwell are encouraged to stay home.
3. Volunteers must adhere to emergency procedures (fire, evacuation, etc.) as outlined in the library’s policies.

**Dismissal Policy**

The library reserves the right to dismiss a volunteer whose actions or behavior violate the policies outlined in this document or disrupt the library environment. Examples of such behavior include:

* Inappropriate conduct toward staff, patrons, or fellow volunteers.
* Failure to follow library policies or instructions.
* Repeated absences without notice.