



Volunteer Responsibilities (as a volunteer you are expected to)

- 1. Be reliable and punctual. If you are unable to work a scheduled shift, you must notify the library prior to the shift.**
- 2. Be trustworthy.**
- 3. Respect confidentiality. Patron Confidentiality is essential to volunteering at the library. NEVER repeat the name, contact information, or reference question of any patron who visits the library**
- 4. Respect the rights of people you work with.**
- 5. Be accountable and accept feedback.**
- 6. Be committed to the program.**
- 7. Cell phone use is not permitted during your assigned shift.**
- 8. Do not bring any friends, siblings, or children with you because they will distract from your work**
- 9. Be polite and use respectful language when interacting with all library staff and patrons.**
- 10. Notify the Director if you can no longer able or wish to volunteer**