

ROSEVILLE PUBLIC LIBRARY

Teen Volunteer Procedure and Behavior Code

1. Teen volunteers are identified as persons who perform duties or tasks for the Library or associated organizations without wages or benefits.
2. Teen volunteers must be 14 -18 years of age.
3. Teen volunteers must have a Roseville Public Library public or courtesy library card in good standing.
4. Teen volunteers are representatives of the Library and must abide by Roseville Public Library's policies which are available on the Library's website.
5. Teen volunteers will not be accepted if there is no suitable service match when skills, interests and schedule are considered. Teens must have a Roseville Library card (a "public card" and not just a virtual card) in good standing.
6. Teen volunteers must wear their volunteer lanyard at all times when working a volunteer shift.
7. Work appropriate clothing must be worn while volunteering.
8. Each teen volunteer is to serve a minimum of one (1) hour and no more than four (4) hours per day at the discretion of the librarian.
9. Teen volunteers will receive instructions regarding the specific task they are assigned. Individuals must be motivated and able to work unsupervised.
10. Teens will not be able to watch siblings during their volunteer shifts or socialize with others who are not volunteering.
11. If you are unable to be at the library for a scheduled shift, notify the Youth Services Librarian as soon as possible, 586-445-4509, option 4.
12. If a volunteer misses a shift and does not call ahead, they will receive a warning. If additional shifts are missed, the volunteer will be removed from the program.
13. Teen volunteers may be discharged with or without cause or notice.
14. The Youth Librarian will complete a verification form of the volunteer's service for a community service requirement.