

Project Rules

- Always ask questions if you do not understand the directions.
- Plan your work so that you will have plenty of time to clean up and put away your things.
- If you have to leave before your project is finished, please notify a staff member before you leave and explain what needs to be done.
- Please be sure there is someone to run the registration table if you must leave that area.

Departure

- **Sign out!! Please notify a staff member that your shift is over and you are leaving as well as signing out at the VolunTEEN Hours Log.**
- **The library is not responsible for your transportation to or from the library.**

Additional Information

- Your VolunTEEN Assistant is:
You may reach her/him at:
- We need active, involved, committed and enthusiastic volunteers willing to do whatever is needed during the work hours.
- Review shelving instructions before you shelve.
- Be familiar with the programs and activities that are going on at your location.
- Review registration procedures for the Summer Library Club before working the registration desk.
- Remember to keep track of your schedule.
- Always sign in and out on the VolunTEEN log.
- If you wish to withdraw from the program, please talk with your VolunTEEN assistant.
- By being a VolunTEEN, you will learn new skills, gain experience in working with the public and become familiar with the operations of a public library.
- Returning VolunTEEN's from the previous year do not need to attend the VolunTEEN training session. Any minor changes in the program will be addressed as needed by the Teen Assistant during first shift worked.
- **WE THANK YOU FOR ALL OF YOUR HELP!**

MARCH 2014



Guidelines



www.kanawhalibrary.org • 304-343-4646

Age Requirements

- Minimum age is 12 by May 31.
- Maximum age is 18. Applicants who are not enrolled in high school are ineligible.

Arrival

- Please arrive on time and dressed in proper attire wearing your VolunTEEN T-shirt or identification badge if possible.
- Personal belongings should be put in a secure area.
- Sign in on the VolunTEEN Hours Log.
- Report to your assigned place and notify staff you are ready to begin work.

Some Projects for VolunTEENS

These duties will vary from one location (or, at the Main Library, from one department) to another. Some projects you may be asked to participate in include, but are not limited to the following:

- Register children for the Summer Library Club.
- Assist with special programs, (Street Fair, storytime, crafts, etc.) and/or read aloud to children.
- Shelve library materials that have been approved for you to shelve.
- Straighten shelves and neaten up around the library.
- Help prepare for craft programs by making cut-outs or preparing materials.
- Make signs or letters for displays.
- Clean off study tables and take what you find to the circulation desk to be checked in.
- Ask if there is anything extra to be done. Your help is always appreciated.

Scheduling

- Your branch or department will set your hours.
- You are expected to work your scheduled hours. If you are unable to do so, you must notify your branch or department in advance. Missing your scheduled hours twice without prior notice may result in your dismissal from the program.
- You must work at least 10 hours during the summer to qualify for the VolunTEEN reward activity.

- VolunTEEN work shifts are usually two hours, except during special events or library programs. Most choose to work one shift, one day a week.

Some Things You Need To Know

- If you have any questions about anything, feel free to ask your VolunTEEN assistant or an available staff member at anytime!!
- Please do not bring younger siblings or other children with you when you come to work. You will not be able to perform your duties properly while supervising these children.
- VolunTEENS may be in "staff only" areas only when special permission has been given. This includes behind the circulation desk. This area is usually crowded and busy. We must also protect the confidentiality of our patrons and their records.
- Restrooms are available for your use.
- You are responsible for recording your hours and remembering your schedule.
- It is very important that you come in for duty dressed appropriately. Short shorts, torn clothing or tank tops are not acceptable. You may wear neat shorts or jeans with your VolunTEEN T-shirt or another appropriate shirt. You will be given an identification badge which must be worn while on duty when not wearing your T-shirt.
- Please refrain from visiting with friends while you are working.
- Smile and be friendly to the patrons and library staff.
- Do not try to answer questions unless they are about the Summer Library Club. Send the patron to a library staff member for help.
- Watch your language!! People will be expecting you to be on your best behavior when you are working with children.
- Please tell a staff member if you see any problems in the library.
- We will not ask you to perform any task that library staff would not perform. Therefore, you are expected to perform any task assigned to you. Refusal to do this may result in your dismissal from the program.
- Please do not eat or drink while you are working.
- Do not change the appearance of your VolunTEEN shirt without the approval of your VolunTEEN assistant.