



VIGO COUNTY PUBLIC  
**Library**

GENERATING CHANGE. TRANSFORMING LIVES.

# TEEN VOLUNTEER BEHAVIOR GUIDELINES

[www.vigo.lib.in.us/volunteer](http://www.vigo.lib.in.us/volunteer)

1. Think of volunteering as a job. Behave and dress accordingly.
2. Treat the library staff with respect and cooperate with them at all times. Be polite and courteous to everyone you come in contact with at the library – staff, patrons and other volunteers.
3. Be sure your parents or guardians know when you are scheduled to volunteer. You should be in your department and ready to begin your volunteer assignment a few minutes early. Do not count on a reminder call.
4. Please sign in the volunteer notebook at the Youth Services desk and wear a Volunteer tag. When you leave, sign out and return the tag. Recording your hours is your responsibility.
5. Younger brothers or sisters, friends or children for whom you are babysitting should not come to work with you.
6. Drinks and snacks are not allowed in public service areas.
7. If you cannot report for your volunteer assignment or must be late, call the department where you are scheduled to work and let them know as soon as possible.
8. The library will not tolerate any hitting, punching, fighting (even play fighting), bullying, poking, yelling, swearing, name-calling, gossiping or harassment of any kind. Volunteers who engage in any of these behaviors will not be eligible to continue participating in the volunteer program.
9. Please do not use your phone or devices during your volunteer shift unless it is part of library business. Rides should be arranged before or after your shift.
10. If you have a problem or concern, please seek help from a library staff member. We want you to feel safe and comfortable in the library.
11. The Vigo County Public Library is a drug-free workplace and tobacco products, alcohol and controlled substances are prohibited. Engaging in these activities will result in immediate dismissal.
12. Volunteer work will be judged by similar standards applied to paid employees and will be subject to ongoing evaluation. Volunteers who are unable to observe the guidelines will not be eligible to continue participating in the volunteer program.

I have read these Behavior Guidelines and agree to observe them at all times.

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Volunteer Signature

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Date

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Parent or Guardian Signature

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Date