

FORT LEE PUBLIC LIBRARY

320 Main Street, Fort Lee New Jersey 07024

201-592-3615 fortlee.bccls.org esperanza.pacheco@fortlee.bccls.org

LIBRARY VOLUNTEER PROCEDURE

1. Volunteer opportunities are open to Fort Lee Library cardholders.
2. The schedule of volunteer work hours is dependent upon the availability of work needs and supervisory and training time available.
3. Volunteers sign up for specific dates and times so that the library staff knows when to expect them and can plan to provide adequate coverage for programs and ongoing tasks. Inform your supervisor if you are going to be absent or late. Call Reference at 201-592-3615, Ext. 1 or email esperanza.pacheco@fortlee.bccls.org.
4. Volunteers should record their hours by signing in and out at Volunteer clipboard on the Reference Desk or their designated location.
5. Volunteer activities may require attendance at one or more training sessions based on the work.
6. Some volunteer activities require a regular ongoing time commitment; others are for specific library programs or short-term projects.
7. Volunteers represent the Library and must present a positive image to the public. Dress and grooming should be appropriate to a business environment and in keeping with the work assignment. Volunteers must keep cell phones and devices silent and out of sight during their work assignment; may not eat on the job; and must keep personal conversations brief and appropriate for a business environment.
8. Wear a volunteer badge during work sessions.
9. Volunteers will accept the guidance and decisions of their supervisor.
10. Volunteers agree that the Library may at any time, for whatever reason, terminate the volunteer's relationship with the library, or make changes in the nature of their assignment.

I agree to abide by the Fort Lee Public Library volunteer procedure and the Fort Lee Public Library Code of Conduct.