Volunteer Guidelines-Adult

Dress Code:

1. Clothes should be clean, neat, modest and without stains or holes.
2. No shirts with spaghetti straps or excessive armpit cutouts that expose torso or undergarments.
3. When wearing shorts, skirts and dresses, you must be able to touch fabric when hands are extended down the side.
4. No Flip-Flops. Wear comfortable shoes.

Behavior:

1. **Always remember that as a Library Volunteer you represent the Chelsea Public Library. Please be on your best behavior.**
2. **Be on time.**
3. **Notify us if you are not able to be here as soon as possible at (205) 847-5750 or cplvolunteer41@gmail.com.**
4. **Always be courteous to patrons and staff.**
5. **Wear your name tag at all times.**
6. **Do not stay behind staff desk! It gets to crowded!**
7. **Do not talk or otherwise behave disruptively during programs.**
8. **Stay on your assigned floor!**
9. **Use personal cell phones only for emergencies or during your break in the break room.**
10. **Notify staff immediately of customer complaints or problem situations.**
11. **If you are reprimanded by staff on any three days, you may be asked not to return.**

Procedure:

1. Arrive promptly at the beginning of your shift, ready to work.
2. Sign in on the sheet in the Volunteer Folder.
3. Get your volunteer name tag.
4. Report to the front desk immediately for instructions.
5. You are welcome to bring a snack, or something to drink and use the staff break room refrigerator and microwave.
6. You have a fifteen minute break every four hours of work.
7. Before leaving, remove your name tag. Remember to sign out from the Volunteer Folder with the time you are leaving and the activities you helped with on that day.
8. Let staff at the front desk know that you are leaving. Have your Parent/ Guardian pick you up inside the building. Remember you need a signed note from your Parent/Guardian if anyone else is picking you up.
9. If you will need a letter for school, scholarship application, college application, or court, please let me know as soon as possible.