

Schuylerville Public Library Volunteer Behavior Reminder

Please DO NOT:

- **text/chat while working**
(it's unprofessional and makes you look unavailable to people who need help)
- **babysit/bring visitors**
(you need to be available to help staff or patrons)
- **horseplay, throw stuff, and/or shout**
(this can be unsafe and/or disrupt other patrons)
- **vandalize library property**
(if you're bored, we can give you projects to keep you occupied)

Failure to comply with these rules can lead to dismissal from the program.

Who, What, & Where?

Julie Martin
Library Assistant
jmartin1@sals.edu

Caitlin Johnson
Library Director
cjohnson@sals.edu

Brittany Cole
Program Coordinator
bcole@sals.edu

518-695-6641

Circulation Desk:

- Check in before shift
- Check out after shift
- Confirm library hours
- Plan volunteer hours



Summer Volunteer Program

Congratulations! Now that you have completed training, you are officially a Schuylerville Public Library summer volunteer!

This flyer contains important contact information and some frequently asked questions you and your parent/guardian may have about our program.

(Please feel free to ask if you have any further questions.)

Julie Martin
Library Assistant
jmartin1@sals.edu

Motivation

- No forced “volunteering”
- We only want volunteers who WANT to be here!
(Feel free to send your parents to talk to me if they are trying to force you to volunteer and you are not interested.)
 - All library volunteer hours can be used as part of your Honor Society/Junior Honor Society Community Service Hours

Teen Summer

Reading Challenge

- We expect our volunteers to attempt to complete our library’s teen summer reading challenge
- Read what you want....NO assignment for summer reading challenge! (Yes, school work does count for summer reading!)

Dress Code

- No need to “dress up”
- Dress modestly
 - NO bellies
 - NO butt cheeks
 - NO butt cracks
 - NO cleavage
- Bring a sweater/hoodie since it gets cold in here!

Time Commitment

- 16 hours minimum (for the whole summer)
- 2-3 hours per shift
- “Level Up” every 8 hours
 - 16 = Volunteer
 - 24 = Super Volunteer
 - 32+ = Super Über Volunteer

Responsibilities

- Sign kids up for programs
- Data entry (as needed)
- Help at events
 - Set up before
 - Help during
 - Clean up after

Schedule/Calendar

- Shifts can be scheduled up to 2 weeks in advance by stopping by the library to sign up
- Track your completed shifts in the notebook
- Sign up using the library calendar
- Keep track of the shifts you have signed up for. We will not have a reminder or notification system in place. You will be expected to make note of scheduled volunteer times on your home calendar or personal device.

Raffles

- One (1) ticket per hour
- Two (2) winners at summer’s end party
- Be sure to ask about the end of summer volunteer party!