



SPL Teen Volunteer Agreement

Thank you for your interest in the SPL Teen Volunteer Program! In order to be part of the program, you must read and sign this agreement. If you have any questions, please email or speak with our Youth Librarian, Rachel Heller, rachel@sheplibrary.org.

Volunteer Requirements:

- You must be at least 14 years old.
- You must sign the volunteer agreement.
- If you are volunteering to earn hours for a program, you are responsible for recording the hours in the Volunteer Timesheet binder for each volunteer session.

Tasks:

- Shelving books/Shelf checking
- Program assistance (specific dates)
- Other duties to maintain the upkeep and organization of the library

Policies:

- **Attendance:** It is important to show up for your shift on time. If you plan to be absent, please contact Rachel Heller as soon as possible. Multiple uncommunicated absences or constant tardiness can result in removal from the program.
- **Behavior:** You are expected to treat patrons, librarians and library property with respect. You are required to work diligently throughout their shift. If a patron asks a question, you are expected to answer or help the patron find one of the librarians.
- **Electronics Use:** You may use your phone for music with earbuds or headphones when you are not interacting with patrons, but you must be focused on your tasks.
- **Confidentiality:** Any patron information, such as name, books checked out, web searches, or other identifying information is strictly confidential and may not be recorded or copied in any form.
- **Resignation:** You may chose to leave the program at any time. It is important to inform the librarian as soon as possible once you make this decision.

Volunteer Name: _____ Age: _____

Address: _____

Telephone #: _____

Email address: _____

School: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Phone #: _____

Are you participating in this program to fulfill volunteer hour requirements for school or another program? (Circle one) YES NO

If YES, what is the name of the school/program?

Volunteer Pledge:

I understand and agree to abide by the Teen Volunteer Program Agreement. I understand that failure to adhere to the policies in this document will result in my removal from the Teen Volunteer Program.

Volunteer Name (Printed): _____ Date: _____

Volunteer Signature: _____

Parent/Guardian Pledge:

I have read and understand the Teen Volunteer Agreement. I understand that my child's failure to adhere to the policies will result in their removal from the program. **I can guarantee that my child will be promptly picked up (or have another method of leaving) after their shift.**

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____