

# LEND A HAND...

## VOLUNTEER!

Earn community service hours, make new friends, learn new skills, and support your community by becoming a Little Elm Public Library volunteer!

### **BASIC GUIDELINES:**

When you volunteer, you not only help the library, you serve our community, and earn volunteer hours in return. The library does everything possible to provide a positive volunteer experience, but volunteers are responsible for respecting Library and Town policies.

Volunteers are accepted for school, value-added, and court ordered community service. Some restrictions apply: please contact the library for more information.

Volunteers must be 13 years and up, and minors under the age of 18 must have permission of a parent or guardian.

### **KEYS TO VOLUNTEERING SUCCESS:**

#### **1. HAVE A GREAT ATTITUDE!**

We're glad you're here, and hope you're happy to work with us! Please treat others as you would like to be treated, and respect our staff, other volunteers, and our library patrons!

#### **2. AVOID DISTRACTIONS.**

- Please stay focused and avoid socializing during your shift, including with friends and family members.
- Avoid cell phone use while working, including texting, except for emergencies.
- Drinks in closed containers are allowed, but eating is not allowed while working.

#### **3. BE PROFESSIONAL.**

##### **Punctuality & Attendance:**

Please show up when scheduled, and be on time.

Contact the library as far in advance as possible if you will be late or can not make your scheduled time.

Five (5) cancellations or no-shows will lead to dismissal from volunteer duties.

##### **Dress Code:**

Treat your volunteer assignment as if you were going to a job. Dress comfortably, but please avoid:

- Clothes that are too tight or baggy.
- Clothes that are dirty or have holes.
- Clothes that might leave you "exposed:" shirts too high or skirts too short.
- Open toed shoes and house shoes.
- Clothes with offensive words, phrases or pictures.

Library staff reserve the right to dismiss volunteers who violate the volunteer guidelines.

