

The Somers Library Volunteers Expectations, Rules & Regulations

Volunteers (and their parent/guardian) must agree to all of these rules and responsibilities in order to participate in our program.

- **Scheduled Volunteer Hours**

- You must work the hours you have signed up for!
- Check IN and OUT for every shift
- Find a sub if you can't work a shift you have signed up for.*
 - Use the sub list to find a replacement
 - Call the library (914-232-5717) to notify us of your replacement
- Calling in twice, without a replacement in non-emergency situations or 2 “no call / no shows” will be considered voluntary termination and will result in dismissal from the program.

*In the case of an extreme sickness or emergency, a volunteer is NOT required to find a replacement. But please have someone call the library as soon as possible so the librarians can find a replacement.

**We understand that you may be shy, but this is your opportunity to learn job skills. YOU need to work with us for scheduling / or calling in. (Don't have your parents / guardians do it unless it's an emergency!)

- **Scheduling Hours and Checking Shifts:**

- ONLY librarians can schedule shifts on the Volunteer Calendar
 - You can schedule shifts by speaking to any of the librarians in person or over the phone.
 - You CANNOT schedule shifts via email.
- You can access the Volunteer Calendar and the Sub list online
- You can only work one shift per day
- Shifts run for 1.5 hours. However, in rare cases, we may ask for a slightly longer shift (about 3 hours) if you are assisting with a special library program.
- Summer Book Buddies Program* - Teens in the Volunteer Program will also be able to get volunteer hours by participating in the Book Buddies Program where an “Older” book buddy reads to a “Younger” book buddy on a weekly basis. ****Please sign up separately with one of the Children's Librarians.***

- **Volunteer Dress Code & Behavior:**

- No cell phones while volunteering. You can keep your cell phone in your pocket, but if we see it out at all during your shift at the library, you will be asked to store it in the closet in the back office. Repeated reminders will result in your dismissal from the volunteer program at the Somers Library
- You do not have to dress up to be a volunteer at the library, but we ask that you are dressed according to your school dress code.
- No chatting with friends while you are volunteering. Repeated reminders will result in your dismissal from the volunteer program at the Somers Library