



## **YOUTH SERVICES VOLUNTEER POLICY**

The Library welcomes the community in and around Redlands as their Volunteers. Volunteers will participate with staff to offer the best service possible to our patrons. Due to Federal and State regulations regarding Workman's Compensation and Labor laws, we are only able to allow those meeting the following guidelines to become volunteers in our Library:

- Volunteers must be able to make a commitment of at least one month so that the investment in training is realized
- Volunteers will not be used to do the work of current paid staff
- Library staff are not responsible for documenting hours of work performed unless prior arrangements have been made
- The City of Redlands requires that all City volunteers go through a criminal background check before starting
- Volunteers will dress according to the City's dress code

### **YOUTH SERVICES - VOLUNTEERS AND SHELVING ASSISTANTS**

Volunteers will clean and shelve returned books; read shelves to maintain accurate book placement, and straighten books to keep shelves orderly. Physical stamina is required (stooping, standing, walking, and pushing carts). Additional skills include attention to detail; ability to use alphabetical and numerical filing systems; ability to interact pleasantly with staff and patrons; ability to follow written and oral instructions; and a service orientation.

A.K. Smiley Public Library hours are:

Monday	10am to 6pm
Tuesday and Wednesday	10am to 9pm
Thursday	10am to 6pm
Friday and Saturday	10am to 5pm
Sunday	1pm to 5pm

## YOUTH SERVICES VOLUNTEER APPLICATION FOR A.K. SMILEY PUBLIC LIBRARY



**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_  
Street City Zip Code

**Telephone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Available hours:** (check all that apply)

	10 am	11am	12pm	1 pm	2 pm	3 pm	4 pm	5 pm	6 pm	7 pm	8 pm	9 pm
Sun.												
Mon.												
Tues.												
Wed.												
Thurs.												
Fri.												
Sat.												

**References:**

1. \_\_\_\_\_

2. \_\_\_\_\_  
Name Address Telephone

Office use only:  
 Orientation Date: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_