

I agree to follow the schedule assigned by the library. I understand that I must give at least 24 hours' notice if I cannot be at the library during my scheduled shift. If I am are unable to be at the library during my assigned shift due to an emergency, or if I am are running late, I will contact Sarah Gowdy (Teen Services Librarian).

I understand that if I miss a total of three shifts without notifying Sarah Gowdy (Teen Services Librarian) I will be removed from the volunteer schedule, and I will not be provided with reference letters from the library. I further understand that all hours must be verified and approved by library staff prior to submission to a third party.

I understand that I must check in with Sarah Gowdy at my arrival to the library (If Sarah Gowdy is unavailable, the Children's department staff will be able to assist).

I understand that I will dress in appropriate clothing, and meet the public school guidelines for dress code.

I understand that I must behave courteously to library staff and patrons, and will refrain from excessive use of my cell phone or socializing with my friends while volunteering.