

## **Ray County Library** *Volunteer Guidelines*

The Ray County Library is very appreciative for all contributions by volunteers. Potential volunteer duties include:

- Reading shelves
- Assisting with scheduled and passive programs
- Disinfecting books
- Dusting
- Sorting craft supplies
- Straightening shelves
- Other duties as needed

Volunteers will be given duties that match their interests, abilities and learning goals as time, resources and library needs allow.

Adults with compulsory service hours must see the Library Director. Adult volunteers must:

1. Complete a short survey.
2. Be available in 2-4 hour increments when the Director is in the office.
3. Report all hours directly to the Director.

By signing below, volunteers agree:

- That they are at least 14 years old or in the 8<sup>th</sup> grade
- To be respectful to and cooperative with other volunteers, library staff and library patrons
- To ask questions when unsure of duties
- To fulfill duties to the best of their ability
- To remain in public areas unless accompanied by a staff member
- To refrain from disruptive behavior
- To be a positive presence in the library
- To a background check

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

For any questions regarding volunteering, please contact Shelly James at 816-776-5104 or [rlchildrenslibrarian@gmail.com](mailto:rlchildrenslibrarian@gmail.com).