

FINDLAY - HANCOCK COUNTY PUBLIC LIBRARY

FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY VOLUNTEER RESPONSIBILITIES AND EXPECTATIONS

The Findlay-Hancock County Public Library recognizes the importance of volunteers being a part of our successful team. As such, we will have the same expectations of excellence for our volunteers as we have for our paid staff. We want your volunteer experience to be enjoyable, worthwhile, and rewarding.

Age Requirements

Adults

Prospective volunteers are required to be at least 18 years old.

Teens

Prospective volunteers are required to be between 13 and 18 years old.

Basic Requirements

1. Each prospective volunteer must complete an application. The application offers important information as we schedule and choose duties.
2. Volunteers are required to wear a name badge verifying their status as a library volunteer.
3. A professional appearance is important. When working with the public, volunteers, like our staff members, are expected to dress nicely while representing the library. Volunteers are permitted to wear jeans.
4. Background checks are conducted on all Volunteers

Volunteer Rules

1. The library maintains a strict code of confidentiality. All library patron and Read for Life student information must be kept strictly confidential.
2. Tact, courtesy and discretion are appreciated at all times.
3. The library will be depending on you to work regularly at the time agreed upon by you. You may volunteer as much or as little as you prefer. We want you to be comfortable with your schedule.
4. If any problems arise in relation to your assignment, please discuss it only with the Human Resources Manager or Library Director. Do not hesitate to request another assignment if you are not enjoying your volunteer experience.
5. Report any accidents that occur during your assignment to the department manager or the designated representative working with you.
6. Notify the department manager of any changes in your contact information.
7. Please sign in and out each day at the service desk in your assigned area.
8. Please park in the library parking lot at the corner of Front and Cory Streets. You may enter through the parking garage entrance.