

Volunteer Guidelines

Richmond Public Library (RPL) appreciates your willingness to volunteer your services to assist the library, its patrons, and the community. As a volunteer, you will have the opportunity to enhance library services and build a relationship with the community. While on library premises you will agree to abide by all of the rules of conduct governing the staff and employees of the library in performing your services.

* All volunteers must sign in and out on the volunteer log sheet (the sign in log is kept behind the reference desk in General Collections).
* All volunteers must wear a name tag for identification purposes.
* Every person who volunteers will learn how the library functions.
* ***All volunteers are required to take the written clerical test when volunteering at the Main Library and Branches.*** The test should be administered on a case by case basis. If administered, we allow 30 minutes to complete the test. There is no passing or failing of this test. It is a tool used to determine if assigned responsibilities can be performed correctly.
* Volunteers must be at least 16 years of age to volunteer and those under 18 years of age must have parent or legal guardian signature on the application.

***Fair Labor Standards******Act - Youth Employment Provision*** *which states: “Youths 14 and 15 years old may work outside school hours under the following conditions: no more than 3 hours on a school day, 18 hours in a school week, 8 hours on a non-school day, or 40 hours in a non-school week.* ***Also, work may not begin******before 7 a.m., nor end after 7 p.m.***

* Volunteers are asked to follow the RPL dress code and should remember that they represent the library's image to the public. Therefore, general appearance shall be neat, clean, and in keeping with a professional image. Shorts of appropriate length are acceptable in the summer, but please refrain from wearing tank tops, swimsuits, or bare bellies. Pants should be above the waist whether for males or females.
* While you are at the library you are expected to be working on the task assigned. Please refrain from using the computer for web surfing , looking for books, talking on the phone, writing notes, "hanging around," etc. If you don't know what to do, PLEASE ASK.
* Volunteers are not permitted in “staff only” areas of the library, unless given permission by then assigned supervisor.
* You are expected to treat ALL library staff with courtesy and respect and cooperate with them at all times.
* Volunteers are expected to maintain confidentiality of all proprietary or privileged information whether this information involves an individual staff member, volunteer, patron or involves library business.
* All volunteers are considered to be a representative of the library and shall conduct themselves in an appropriate manner when carrying out assignments for the library. Remember that you "are" the library when working here.
* Please leave all valuable articles at home while volunteering. The Library is not responsible for lost or stolen personal items and we do not have secure locations to store these items.
* Please arrive on time for volunteer service. Remember if you are completing required community service hours, the “make-up” of missed hours may not be able to be completed in a timely manner. We rely on YOU to perform specific tasks!
* Volunteering is a privilege, not a right, and a volunteer can be dismissed from the program for not following RPL volunteer guidelines, policies and procedures.