

## **VOLUNTEERING FOR PCCLD**

We really appreciate that you want to donate your time to the Pueblo City-County Library District. Without our volunteers we would not be able to provide many of the services and programs to the public that you make possible!

### **TEEN VOLUNTEER GUIDELINES**

- You must be at least 12 years of age to volunteer. If a pre-teen is 12 years old they must bring an parent or guardian with them to supervise them. This is not required once they turn 13.
- Before you volunteer, you will need to complete a volunteer application, signed by your parent or guardian.
- When you come in to volunteer, please check in with the department you have been assigned to and make sure there are volunteer tasks available that day. If there is no work to be done, you will need to come back another day.
- We ask that you volunteer for no more than 2 hours per day unless we have a special project or assignment for you to work on.
- Please do not bring friends or younger siblings that you need to baby sit with you when you come to volunteer. Please plan to come on days when you can really focus on your volunteer tasks.
- Make sure you sign in and out on your volunteer time sheet when you come to volunteer. When you record your time, please round the time to the closest quarter hour. We keep track of your hours.
- Please do not enter staff areas without permission. The phones and computers behind the customer service desk and in the staff area are for staff use only. If you need to use a computer, please use computers in the public areas. If you need to make a phone call, please ask someone at the desk to place your call. All phones in the library are used to conduct business, so we need to keep personal calls to a minimum.
- Snacks can be eaten outside of the library or in the café. Please to not bring any snacks that require using the refrigerator or microwave.
- Please use the restrooms in the public area.
- Please enter and exit the library using the public entrance.

Thank you again for volunteering for the Pueblo City-County Library District. Please ask library staff for help anytime you have questions. We want your volunteer experience to be both fun and productive!