

CALDWELL PUBLIC LIBRARY STAFF

You will work with the Library's full time staff:

- Deborah Khost
- Karen Kleppe Lembo
- Fran Larkey
- Marsha Robbins
- Annette Sellars
- Dot Smith

You will also meet our part-time staff, volunteers and patrons!

IF YOU CANNOT VOLUNTEER AS SCHEDULED, PLEASE LET US KNOW AS SOON AS POSSIBLE.

Call 973.226.2837 or email
dkhost@caldwellpl.org.



268 Bloomfield Avenue
Caldwell, NJ 07006
973.226.2837
librarian@caldwellpl.org
www.caldwellpl.org

TEEN VOLUNTEER MANUAL

2010



CALDWELL PUBLIC LIBRARY

268 Bloomfield Avenue
Caldwell NJ 07006
973.226.2837
Website www.caldwellpl.org

WHY VOLUNTEER?

When you volunteer at the Caldwell Public Library, you will:

- Learn new jobs and skills.
- Earn community service hours.
- Meet new people.
- Help kids learn to love reading.
- Make a positive difference in our community.
- Have fun!

WHAT VOLUNTEERS DO

The librarian will explain your tasks. This could include preparing shelving, craft projects, helping with programs, and other projects. You can also sign up to help at special events.

WHAT WE EXPECT FROM OUR VOLUNTEERS

- **DEPENDABILITY** We rely on our volunteers so it is very important that you come in when you are scheduled.
- **HONESTY** We hope you will tell us what you like about working at the library and give us any suggestions for improving our volunteer program. We will also be honest with you and let you know if you are not meeting our expectations.
- **RESPECT** We know you want — and deserve — to be treated with respect. Please treat Library staff, patrons and other volunteers with respect, too. Talk to a librarian if you are having a problem with a patron or fellow worker. We'll help you work it out.

TIPS FOR SUCCESSFUL VOLUNTEERING

- Expect to feel a little nervous at first. Everyone feels tense the first few days on a new job. As you get used to volunteering, you'll feel better.
- Volunteering is work. You should enjoy your work, but this is not the time to socialize with friends or babysit siblings. You should not talk on the phone, use the computers or eat while you are working.
- Ask questions. Volunteering works best when you understand your job before you even start doing it. Whenever you have questions, please ask. We're here to help you!
- Learn from others as much as you can. Do other volunteers have a shelving system that seems to work especially well? How do the librarians greet patrons?
- Relax. Studies show that learning something new is easier when you are not overly stressed.
- If you are in a situation that makes you uncomfortable or you encounter a difficult patron, please refer the matter to a librarian.

VOLUNTEER HOURS

These are the hours that are available for volunteering.

Saturday	10 am to 1 pm
Monday	3 pm to 5 pm
Tuesday	3 pm to 5 pm
Wednesday	3 pm to 8 pm
Thursday	3 pm to 8 pm