YOUNG READERS’ ROOM
VOLUNTEER POLICY

The Library welcomes the community in and around Redlands as their Volunteers. Volunteers will participate with staff to offer the best service possible to our patrons. Due to Federal and State regulations regarding Workman’s Compensation and Labor laws, we are only able to allow those meeting the following guidelines to become volunteers in our Library:

- Volunteers must be able to make a commitment of at least one month so that the investment in training is realized
- Volunteers will not be used to do the work of current paid staff
- Library staff are not responsible for documenting hours of work performed unless prior arrangements have been made
- The City of Redlands requires that all City volunteers go through a criminal background check before starting
- Volunteers will dress according to the City’s dress code

YOUNG READERS’ ROOM - VOLUNTEERS AND SHELVING ASSISTANTS
Volunteers will clean and shelve returned books; read shelves to maintain accurate book placement, and straighten books and keep shelves orderly. Physical stamina is required (stooping, standing, walking, and pushing carts). Additional skills include attention to detail; ability to use alphabetical and numerical filing systems; ability to interact pleasantly with staff and patrons; ability to follow written and oral instructions; and a service orientation.

A.K. Smiley Public Library hours are:
- Monday: 10am to 6pm
- Tuesday and Wednesday: 10am to 9pm
- Thursday: 10am to 6pm
- Friday and Saturday: 10am to 5pm
- Sunday: 1pm to 5pm
# YOUNG READERS’ ROOM/TEEN UNDERGROUND VOLUNTEER APPLICATION FOR A.K. SMILEY PUBLIC LIBRARY

**Name _____________________________________________**     **Date _______________**

**Address ___________________________________________________________________
Street
City
Zip Code**

**Telephone ____________________________________**

**E-mail _________________________________________**

### Available hours:
(check all that apply)

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Office use only:
**Orientation Date: _______________**  **Starting Date: _______________**  **Ending Date: _______________**