



Community Service Guidelines and Expectations

The Nappanee Public Library (NPL) sees the benefit of this partnership to both the individual and to the Library, and is committed to utilizing Community Service (CS) Volunteers.

As a CS Volunteer of NPL, you will be expected to follow the listed expectations.

Schedule

- At your interview the Volunteer Coordinator will work with you to set up a schedule that fits NPL's needs. It is expected that you maintain this schedule.
- Tardy or unexcused absences will be reported to your probation officer.
- After 2 occurrences of being tardy, having an unexcused absence and/or leaving early without notice your volunteer privileges will be permanently discontinued.
- Any breaks in your work, need to be coordinated with the Person In Charge (PIC). You will need to sign out and sign back in with the PIC, when taking a break.
- If there is no activity in your volunteer status for 8 weeks, you will be discontinued from volunteering at NPL.

Job Assignment

- You are expected to sign in with the PIC when you arrive at NPL. The PIC will give you a lanyard to wear and help you get started by explaining your assigned task.
- You are not allowed to walk away from your duties while you are still clocked in. The PIC should be able to find you at all times. You will be asked to leave if you are absent from your assigned task.
- Refusal to complete an assigned task or failure to cooperate with a PIC will lead to you being asked to leave and possibly be terminated.

Conduct

- Volunteers are absolutely not allowed to possess any kind of weapon while volunteering.
- Volunteers are expected to practice good grooming and good hygiene.

- Volunteers are to wear comfortable, appropriate attire. Consider wearing blue jeans, shirts with no writing, sweatshirts, khakis, comfortable shoes, etc.

Clothing items not to wear while volunteering at NPL:

Clothes with inappropriate logos and/or graphics, flip flops, halter tops, low-neck shirts or dresses, miniskirts, shorts that are shorter than finger-tip length, tight-fitting or revealing slacks, skorts, or dress shorts, tops that reveal, or even hint at revealing, e.g. midriffs, tank tops, hats of any kind, torn clothing.

- Please turn off any electronic devices while on a scheduled shift. In case of emergency, see the PIC if you need to use a telephone.
- You are volunteering at NPL as an individual; therefore, friends and/or family members are not allowed to 'hang around' while are at NPL.
- The PIC or Volunteer Coordinator has the right to terminate you from volunteering at NPL at any point.

I have read and understand that it is my responsibility to read and follow the Guidelines and Expectations of volunteers at NPL.

_____ Date_____