Thank you for your decision to volunteer at the Provo City Library. As a volunteer serving at the Library you become a representative of the Library in the eyes of the patrons. During your time serving in the Library we ask that you maintain certain standards of professionalism.

**Dress Code**

Library volunteers are encouraged to follow the same dress code as Library employees. These include:

No sweats, pajama pants, or shorts. Jeans should be in good condition with no obvious damage, holes or fraying.

No flip flops. Volunteers working in Circulation Department or at the Book Store should wear closed toe shoes for protection of their feet.

No clothes that are revealing or distracting. Care should be taken that clothes cover midriff and backside even when the volunteer bends over or reaches up.

**Conduct**

Volunteers should be courteous and respectful to all Library staff and patrons. Volunteers should refer any Library-related questions to the Library staff.

**Absenteeism**

We ask you to notify your area supervisor if you are ill or if you will miss your volunteer assignment for any reason. Remember that Library staff are counting on your participation and need time to find a substitute if you are going to be absent.

**Respecting Staff Time**

While volunteers are valued members of the Library community they should remember that staff have projects to accomplish and goals to reach. Volunteers should not over engage staff members in personal conversation while performing their volunteer tasks.

**Communication and Recordkeeping**

Each time a volunteer serves at the Library they should check in with their area supervisor before starting on their task unless other arrangements have been made. At the end of their service, they should record their time on the Volunteer Time Sheet. If a volunteer will be moving or for whatever reason will no long be able to perform their volunteer assignment, we ask them to notify their area supervisor as early as possible.

**Conflict of Interest**

Volunteers should not use their position to promote their own or other’s monetary interests.

Volunteers are a vital part of the Library community and we value your service. If you have any questions about these standards please talk to your area supervisor.