

## Watauga Public Library Teen Volunteer Guide Lines

- Teens must be at least 13 years old to volunteer.
- All teens must fill out a volunteer application and hand it in to the Children's Desk.
- If your application is being considered, you will receive an email from the Youth Librarian.
- Prior to volunteering, all teens must watch training video and answer questions to volunteer.
- Each teen is responsible for filling out his/her Volunteer hours on the clip board at the Youth Desk.
- If a program has little or no attendance the volunteer may be asked by a librarian to help out with another library related task instead. Teens who do not wish to do so will not receive community service hours for that particular program.
- While teens are working on the floor ear buds/ear pods are not to be worn on the public floor.
- When a teen has officially turned 17 they must fill out a new application with adult services to continue to volunteer. After the teen has officially graduated high school they must volunteer through adult services.

**Attendance:** All teens are responsible for coming to any programs or community service hours they have committed to. Teens must provide at least 24 hours' notice, by phone or email, if they cannot attend. Call the library's Children's Desk at (817)-514-5866 or email [LibYouth@wataugatx.org](mailto:LibYouth@wataugatx.org). Teens who fail to attend their volunteer hours without prior notice more than 2 times will no longer be permitted to volunteer for the library.

**Volunteer Forms for School/Civic Organizations:** Any volunteer forms that must be signed should be given to the Youth Librarian or Youth Assistant to give to the Youth Librarian. Volunteer forms may not be signed by other staff members. Each volunteer may also receive one written letter at the completion of their volunteer service, which must be requested at least 1 week prior to the due date.

**Resignation:** Should you decide to leave the volunteer program, please notify the Youth Librarian as soon as possible.

**Personal Conduct:** Volunteers are asked to be courteous and considerate of others. If patrons ask for assistance, volunteers should direct them to a staff member. Volunteers are not permitted to use cell phones/electronic devices during their scheduled hours unless in case of an emergency.

***The Watauga Public Library reserves the right to terminate the association between the volunteer and the library any time. Grounds for dismissal include, but are not limited to, failure to adhere to policies and procedures of the Watauga Public Library.***

***I have read, understand, and agree to abide by the Teen Volunteer Policy. I understand that failure to adhere to the Teen Volunteer Policy will result in my removal from the Teen Volunteer Program.***

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***Volunteer Signature***

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***Date***

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***Parent/Guardian Signature***

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***Date***

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***Teen Volunteer Coordinator Signature***

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***Date***



Watauga Public Library  
7109 Whitley Road  
817-514-5865