

COMMERCE PUBLIC LIBRARY

LIBRARY LITERACY VOLUNTEER GUIDELINES

In order to provide the highest level of service to our community, literacy volunteer tutors in the City of Commerce Library are asked to review and agree to the following guidelines.

Qualifications:

- Love of reading and a desire to share that with your student(s) and/or patrons
- Have a positive attitude
- Comfortable working with adults, children and Library staff
- Sensitive to the issue of illiteracy and below level readers (if applicable)
- Enthusiastic and willingness to better the educational level of children and/or adult learners
- Background check and TB test clearance
- We encourage proper dress and ask that tank tops, shorts or 'flip-flop' type sandals not be worn.

Responsibilities:

- Represent the Library in a positive light
- Complete 8 hour training session for adults or 10 hour training for children's program
- Regular attendance at the scheduled volunteer times and to be on time. In the event you cannot come in on a particular day, you are asked to give advance notice of at least one hour
- Respect the materials used in the library. All materials are the property of the Commerce Public Library and must remain in the library and Literacy Center.
- Respect for the children and adult learners you are assigned
- Review the literacy program's confidentiality policy
- Review the City and State policies regarding volunteers in the library

Grounds for Termination:

- Misrepresentation of the Commerce Library and Literacy Program
- Breach of confidentiality
- Disregard for City and State Policies regarding volunteerism
- Disrespectful behavior toward library staff, children, adult learners in the context of the tutoring session.
- Excessive absences without advance notice, including not calling at least one hour prior to the tutoring session

I understand and agree to the aforementioned guidelines as they pertain to volunteer tutors in the City of Commerce Public Library's Literacy Program. I understand that these guidelines have been established to provide quality service to adults and children who wish to better their reading and writing skills.

Signature of Volunteer

Printed Name of Volunteer

Date