

Quincy Public Library Volunteer Procedures



- We appreciate and value the time and talent that you are giving to the community as a volunteer at Quincy Public Library. Whether you have signed up for a regular schedule, as a drop-in, or to be on-call when we need you, we thank you very much.
- We will expect a high standard of behavior and commitment from you as we do from our staff, and promise to treat you with respect and gratitude.
- Please schedule an appointment with the staff member or Friend who will be your supervisor the first time you come in to volunteer. That person will give you a tour if needed, show you where to put your personal belongings, and show you where to sign in each time you come to volunteer.
- He or she will give you contact information in case you have questions or ever need to cancel or reschedule your volunteer time.
- Friends mark their time in a notebook in the Bookstore. Delivery volunteers sign in on the lower level with the Outreach staff. All others complete a timesheet in a notebook in the Circulation Workroom.
- The supervisor will show you the work that needs to be done, including how, when, and where, and will train you as needed.
- Each time you report to work, please sign in and check in with your supervisor if possible. Tracking your hours helps us make sure you get the recognition and perks you deserve.
- If your task requires working in a specific place, and your work is already waiting, please proceed. Otherwise your supervisor will give you the work or the information needed.
- A study room will be reserved for projects such as preparing crafts or deletions, or any projects not otherwise assigned to a location.
- Please feel free to ask any questions you may have at any time, and to offer suggestions for improvement.
- Thank you!