

# Guidelines for Durham Public Library Volunteers

## Volunteer Qualifications & Necessary Skills

- Flexibility: willingness to perform a variety of projects and tasks.
- Communication and listening skills: willingness to ask questions if projects/tasks are unclear.
- Dependability: willingness to complete assigned projects/tasks and fulfill the volunteer commitment.
- Ability to follow instructions, work independently and focus on fairly detailed tasks.
- Ability to work cooperatively as a team with other volunteers and staff members.
- Respect for diverse lifestyles, cultures, religions, and values.

## Volunteer placement is based on the:

- Qualifications of volunteer applicants
- Needs of the Library at any given time
- Volunteer's ability to commit to a consistent schedule of hours (if required)
- Availability of staff time to supervise volunteers

## Volunteer Responsibilities:

- Volunteers should make every effort to contact their supervisor if they will be absent or tardy.
- Volunteers will fulfill a commitment agreed upon with the Library.
- Volunteers will make note of time donated on an attendance log.
- Volunteers must follow all library policies and display a positive customer service attitude toward all library patrons

## Possible Tasks for Volunteers may include:

- Helping with library programs or projects
- Summer reading support
- Mending or processing library materials
- Shelf reading or shelving materials
- Light cleaning assignments
- Light yard work

## PALS: The Friends of the Durham Public Library

PALS is a separate organization which supports the library in many ways. All PALS members are volunteers and members are recruited for various activities, including fundraising activities, book sales and special projects. If you are interested in volunteering with PALS, please contact them at [palsdurhamlibrary@gmail.com](mailto:palsdurhamlibrary@gmail.com).