

OC Public Libraries Mission Statement

Empower and enrich our communities

OC Public Libraries Vision Statement

Open Doors * Free Access * Community

OC Public Libraries Value Statement

Empower people

Serve everyone

Provide freedom of access

Engender love of reading and learning

Make a difference in people's lives

What is your role and why is it important?

You are part of our team upholding our values for the community.

Along with helping us uphold our values, the input of Teens is an important role in assuring that the library is both accessible to Teens and has relevant materials that the Teen community needs. You also serve the community by the example you set for the younger members of the community.

Rules of volunteer service:

- This is a real job with activities planned for you. Please treat it as such.
- County Dress Code Requirements:
 - No Shorts
 - No Workout Clothing
 - Closed-toe Shoes
- Always sign in and out on your Time-Log which is located in the Staff Area.
- Nametags must always be worn.
- Arrive at the time and on the day that you are scheduled.
- Shifts must be scheduled at least 1 day prior.
- Volunteers will not be allowed to show up and work if not on schedule.
- Cell phones must be silenced.
- If you need to cancel your shift please call **949-496-5517**
- Two unexcused (no call, no show) absences is cause for your dismissal.
- School Volunteer Forms:
 - Bring any forms that need to be signed with you on the day you work.
 - School forms requiring past hours need to be handed in 7 days before you need them.
 - Please fill out request slip and paperclip to school form.
 - Turn in at service desk.

Training Plan for:

Today

- Orientation and Training Session

Level I

- How to read Spine labels
- Genre locations in library
- Correct shelving practices
- Why is this important?

Level II

- Completed 6 Hours of volunteer time (3 shifts)
- Die Cut Machine
- Paper Cutter
- Paper Shredder
- Laminator

Level III

- Completed 10 Hours of volunteer time (5 shifts)
- Labels – Adding, removing, replacing
- Pulling Holds
- Pulling Items for Collection HQ Lists
- Working with “Lost” list
- Working with “Transit” list
- Special Programs
 - Building Props
 - Large Posters