

Harbour Library volunteer guide

Welcome to the team

This fictional guide explains a small library volunteer shift.

A coordinator welcomes each volunteer at the front desk.

Read the shift notes before helping visitors find their books.

Ask the coordinator whenever a request is outside your role.

Preparing for a shift

Before visitors arrive

Leave the entrance and the reading area clear of boxes.

The weekly orientation begins at 11 am on Tuesday.

Keep the large-print catalogue beside the information desk.

Tell the coordinator if any visitor information has changed.

Bring the updated shift checklist to orientation.

Closing the reading room

A consistent handover

Return reference copies to their labelled shelves.

Record unresolved questions in the handover notebook.

Leave the next shift a clear account of unfinished tasks.

Thank you for helping make the reading room welcoming.