

# Welcome to the Library Volunteer Program!

Dear Volunteer Applicant,

Thank you for your interest in volunteering at our library. We are excited to have you as part of our community. Please review the following guidelines to ensure a smooth and productive volunteer experience.

## Volunteer Guidelines

- **Commitment:** Volunteers are expected to commit to a minimum of 3 hours per week.
- **Training:** All volunteers must attend an orientation session before starting.
- **Conduct:** We expect all volunteers to maintain a positive attitude and treat library patrons with respect.
- **Confidentiality:** Volunteers must respect the privacy of library patrons and their information.
- **Dress Code:** Please wear comfortable clothing suitable for a public service environment.

## Additional Information

If you have any questions, please do not hesitate to contact our Volunteer Coordinator at [volunteer@library.org](mailto:volunteer@library.org).

Thank you for your dedication to serving our community. We look forward to working with you!

Sincerely,  
The Library Team