

Glenview Public Library

2023-2024 Youth Volunteer Handbook

Rules for Volunteering

Rules for Volunteering

Overview

- Be welcoming to all patrons and enthusiastic to help them.
- Use appropriate language and conduct around children.
- Follow directions given by GPL staff.
- Come to your shift dressed in what would be appropriate for school.
- Be responsible for your own schedule. See the “VicNet Scheduling” section for more info.



Put away any distractions. No phones are allowed out during your shift, unless in an emergency.



The YS Staff is here to help you! Please ask questions if you don't know what to do and follow staff's instructions.



Your priorities are to help as a volunteer, stay aware of patrons and/or the tasks you have been assigned.

Rules for Volunteering



Sign in using the iPad kiosk at the Youth Services Desk. Sign out the same way.



PIN = MMDDYY (your birthday)



If your account does not load, tell a librarian.



Check with a librarian to receive your instructions for the day.



Failure to comply with the Rules for Volunteering may result in you being removed from the schedule and suspended for an amount of time deemed appropriate by library staff.

Rules for Volunteering

Scheduling Responsibilities



You will only volunteer the hours you have scheduled for yourself OR for which you have received permission from Youth Services (YS) staff. Maximum of 3 shifts a month allowed.



If you can no longer make it to a shift you signed up for, please remove yourself from the schedule on VicNet ASAP.



If you miss a volunteer shift without cancelling or speaking to the Volunteer Coordinator, you may be removed from the schedule.

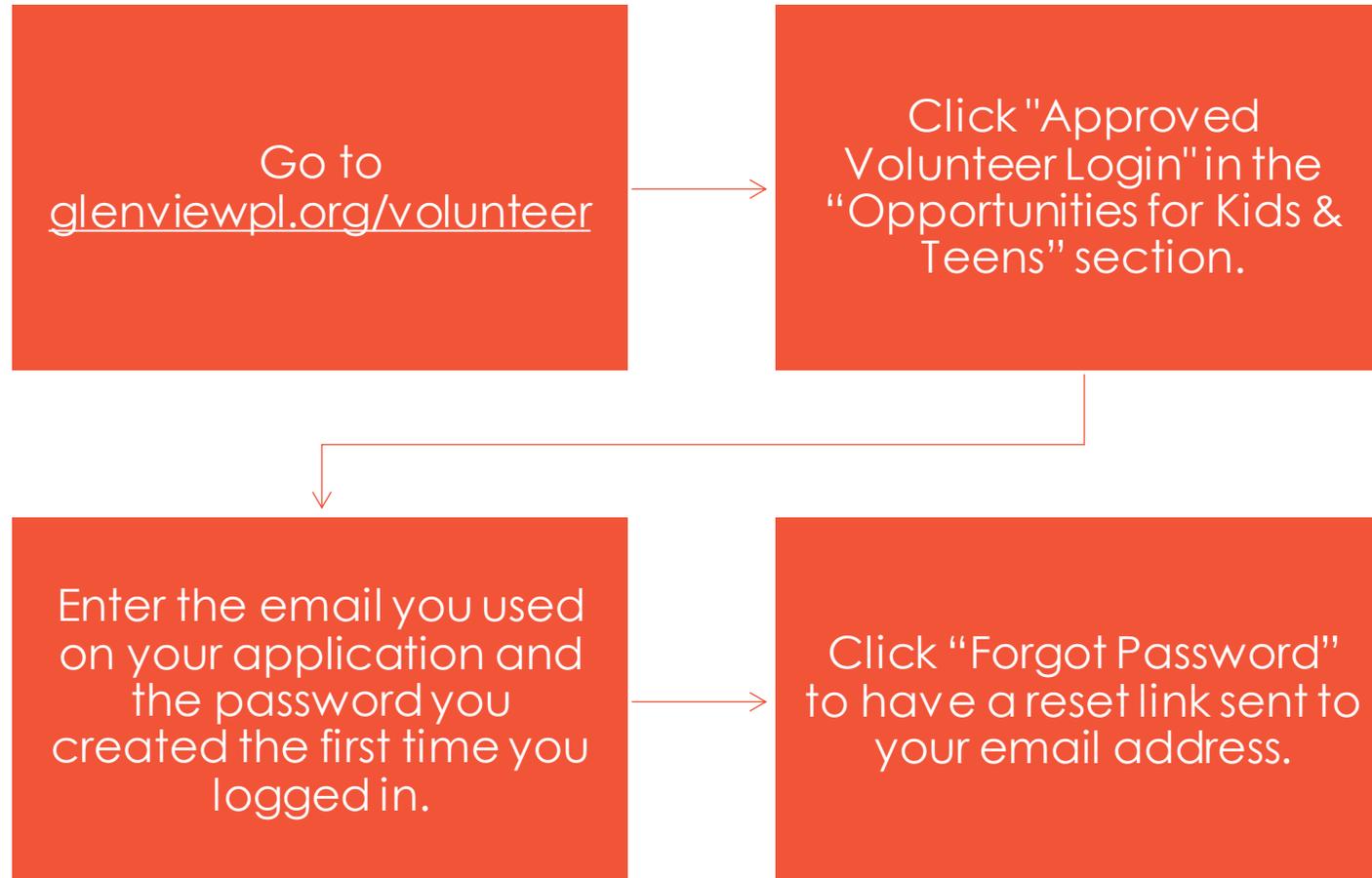


If you need to cancel less than 24 hours before a shift, you must contact the Youth Services department by email or phone (youthdesk@glenviewpl.org).

Self-Scheduling Online

The Volunteer Information Center, or **VicNet**, is where you can sign up for shifts, check your schedule, and view your service hour record.

How to Login to VicNet



How to Sign Up for Shifts

1

Open the “**Schedule**” tab. Choose a date that has an opening listed on the calendar.

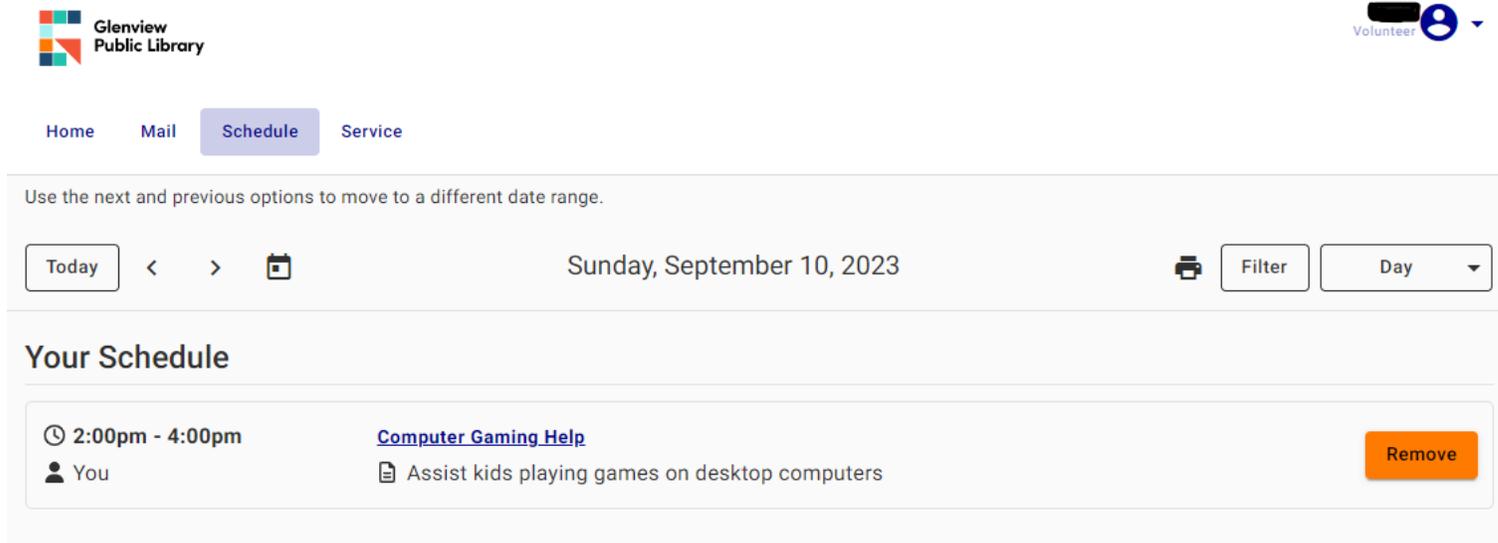
2

Volunteers may sign up for a **maximum of 3 shifts** a month. This resets on the first of the month.

3

Click on the opening you’d like to fill, and then click “Schedule Me” in the pop-up window.

Remove Yourself from a Shift



The screenshot shows the Glenview Public Library volunteer portal. At the top left is the library logo. On the right, there is a user profile icon labeled "Volunteer". Below the logo is a navigation menu with "Home", "Mail", "Schedule" (highlighted), and "Service". A message reads: "Use the next and previous options to move to a different date range." Below this is a date navigation bar with "Today", left and right arrows, a calendar icon, and the date "Sunday, September 10, 2023". To the right of the date are "Filter" and "Day" dropdown menus. The main section is titled "Your Schedule" and contains one shift entry: "2:00pm - 4:00pm" with a clock icon, the title "Computer Gaming Help" with a link icon, and the description "Assist kids playing games on desktop computers" with a document icon. The name "You" is listed on the left, and an orange "Remove" button is on the right.

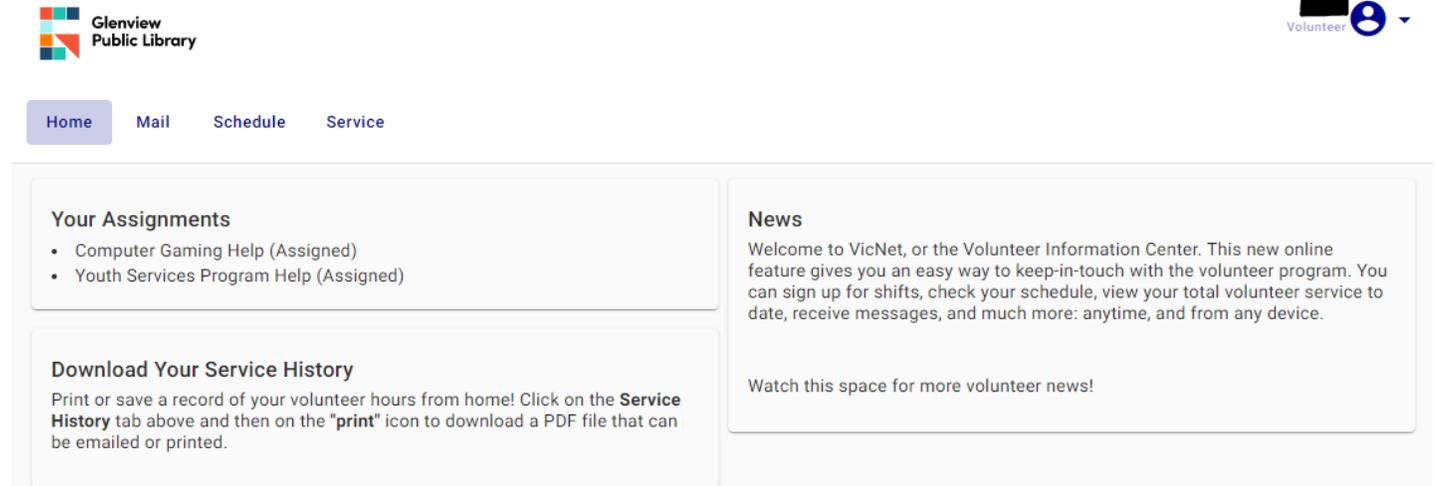
- **More than 24 hours in advance:** Click the shift on the calendar and then “Remove Me”.
- **Less than 24 hours in advance:** Must call the Library at 847-729-7500 and ask for Youth Services or dial 2900 after hours.

Assignments

On the VicNet **Home** page,
you can view different
Assignments and the form for
Teen Book Reviews.

Assignments

- All volunteers receive the “Program Help” Assignment, which allows you to see/sign up for open shifts to help us at different library programs or help prep materials for them.
- You will not be able to see open shifts if you do not have the corresponding Assignment listed on the Home page of your VicNet account. Email youthdesk@glenviewpl.org if you would like an Assignment added to your account.
 - [Computer Gaming Help](#)
 - [Teen Advisory Group](#) (ages 13+)
 - [Teen Book Reviewer](#) (ages 13+)
 - [Youth Services Program Help](#)
- Computer Gaming Help is the only Assignment that requires you to complete **one** training session before you can take a shift, and we will notify all volunteers when upcoming training sessions are available.



The screenshot shows the volunteer dashboard for the Glenview Public Library. At the top left is the library's logo. On the right, there is a user profile icon labeled "Volunteer". Below the logo is a navigation menu with "Home" (highlighted), "Mail", "Schedule", and "Service". The main content area is divided into two columns. The left column has two sections: "Your Assignments" which lists "Computer Gaming Help (Assigned)" and "Youth Services Program Help (Assigned)", and "Download Your Service History" which provides instructions on how to print or save a record of volunteer hours. The right column has a "News" section with a welcome message and a "Watch this space for more volunteer news!" prompt.