



Guiding Ohio Online

Level Up: Create a Volunteer Handbook

Step 1. Gather the following documents (when available):

- Your host library's mission/vision statements.
- Information about volunteer positions at your library, both current and future.
- Library policies concerning volunteer dress, food and drink, cell phone use, and other applicable policies such as confidentiality of patron records.

Step 2. Using the volunteerhandbook.pub template, work your library's policies into this template. Highlight or note aspects that you are unsure about.

Step 3. Ask Your Site Supervisor about your notes. Be sure to make changes based on his/her suggestions.

Step 4. Use the volunteer handbook with new volunteers!