

On Site Volunteer Orientation Checklist

- Introduction/Greeting
- Housekeeping Items
 - Purse
 - Coat
 - Restroom Location
 - Restroom Code
 - Staff Lounge Location & Access
 - Space to Work
 - Supplies Ready
- Emergency Information
- Value of Volunteer and Task
- MLS Volunteer Handbook
- Overview of Metropolitan Library System
- Definition of Special/Unfamiliar Terms - MLS Jargon List
- Overview of Library Operations
- Confidentiality
- Policies Regarding Conduct
- Tour of Facility
- Dress Code
- Benefits - Tangible and Intangible
- Volunteer Timesheet