



## **Operations Center Guidelines for Friends of RCPL Volunteers**

1. Pricing guns and cash registers are to be handled with care and not used as toys.
2. Extreme caution should be used when handling box cutters and moving large loads.
3. No running or screaming is permitted while volunteers are working.
4. Items set aside for a volunteer's purchase must have a name on them or they will be put away.
5. Volunteers must pay for items they wish to buy pre-book sale before taking them home.
6. Presale purchases may not be for resale.
7. If you set items aside for a purpose, please leave a note explaining what needs to be done with them or when you plan to take care of them.
8. Volunteers are asked to use the last five minutes of their shift to clean up after themselves before leaving the Operations Center (Book Barn) for the day.
9. Common areas such as the front counter, back room, and kitchen should be left clean and tidy at the end of each work session.
10. Be sure to record your number of hours worked on the Volunteer Chart. If your name is not on the chart, please add it to the bottom.
11. Volunteers in possession of a key are responsible for turning all lights and electrical appliances off, keeping the common areas clean and tidy (see #9), making sure all Volunteers are out of the building, and the Operations Center is locked before they leave for the day.