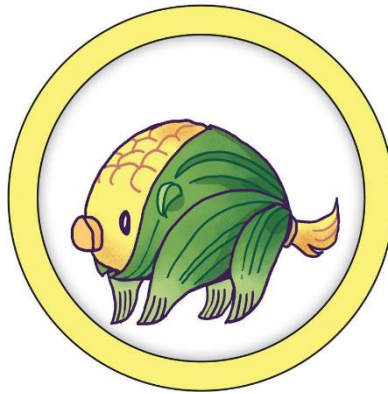


Welcome to the 2026 Summer Sign Up Squad!



Tigard
Public Library

The goal of the Summer Sign-Up Squad is to help kids and their families register for the Summer Reading Program, assist with various library projects, and help all readers feel excited about the library. To achieve this goal, volunteers are expected to be **safe, welcoming, and professional.**

Safety:



Safety is the most important part of every volunteer role at Tigard Public Library. As a volunteer, the library relies on you to be good safety role models and practice safety both for yourself and for the people around you. Safety can mean a lot of different things. Safety means wearing closed-toe shoes. Safety means leaving a situation and telling a staff member if something makes you uncomfortable. Safety also means getting staff involved if you think another volunteer or a patron is in an unsafe situation. If you see a patron acting unsafely, safety means you do NOT attempt to correct them yourself. Instead, the library expects you to notify a staff member immediately. Staff are trained to correct unsafe situations.

Can you give me some examples of safety?

Examples of safe expectations:

Walk, don't run. [Prompt: Would it be the safe choice if you're running late for your shift to run as fast as you possibly can through the library to get to SSUS table? No! The library is full of little kids who think you are very cool. They will try to copy you, and they don't have your balance. We don't want to see them crash into shelves. That would ruin everyone's day. We need you to be good role models.]

Keep your body to yourself. Don't touch patrons, staff, or other volunteers. [Prompt: Now let's say you see a little kid running as fast as he possibly can through the kids area of the library. You're worried about him getting hurt. Would it be the safe choice for you to leap up and wrestle him to the ground so he'll stop running? No! Tell the librarian if you're worried. Library staff are trained to handle situations like that. For safety and respect, please keep your body to yourself. Don't touch patrons, staff, or other volunteers.]

Let's say you're upstairs by the computers. An adult at a computer sees your volunteer nametag and says, "Hey, you're young. You're good with technology. I can't get this computer to print. Fix it for me." What would be the safe choice? [Directing to a librarian is okay.] Would it be appropriate to just walk away? [Yes! It's okay to walk away. You don't know this person. Answering their random question isn't your job. Patrons can't go in the staff only area, but you can. You can always walk away. It's even okay to leave the table unattended and your supplies behind. In the staff only area, tell your supervisor, tell me, or tell another staff member that some adult needs help. It's our job to fix problems and to answer random questions from random adults. That's not your job. You're here for SSUS.]

Fire drill. [Prompt: Now let's say you're at the SSUS table and the fire alarm rings. Would it be the safe choice to continue to sit at the table while the alarm is blaring? No! The fire alarm does go off from time to time. Sometimes something burns in the cafe. More frequently, a kid pulls the red lever in the kids area. Regardless, if you hear it, you should leave your supplies behind and exit with the patrons. You'll find all the staff gathered in the parking lot. Just tell the staff you're the SSUS volunteer, and they'll let you know when we can get back into the building. Please don't leave entirely without telling a staff member.]

Welcoming:



The vision for the Tigard Public Library is to be *"a community hub for knowledge and enrichment where everyone feels welcome."* Everyone means everyone age 0 to 120. As a SSUS volunteer, when you see a baby, the library expects you to smile and wave. If someone younger than you shows you a book, the library expects you to share excitement (in G-rated language) about the book. With people older than you, the library expects you to respect their privacy and only comment on books they mention first. Welcoming also means giving the right answers to questions. Librarians go to 18+ years of school to be able to correctly answer questions about books and other resources. All questions about where a book is or what someone should read should be directed to the librarians.

Kid runs up to you with a Gerald and Piggie book. What do you say?

The kid says, "Do you have any more of these books?" What do you say?

The kid's mom says, "Oliver loves Elephant and Piggie. What else would he like?" What do you say?

Professionalism:



There may be some volunteers in SSUS who you already know. There will be some volunteers in SSUS who you don't know yet. Professionalism means balancing your friendships with your enthusiasm to include everyone. Professionalism also means setting professional boundaries, showing up on time to your scheduled shifts, clocking in & out, following instructions, and helping with the tasks you're expected to help with.

You can schedule more shifts through the Volunteer Portal at:

<https://tigard.galaxydigital.com>. If you need to cancel your shift, call the TPL

Children's Desk at **xxx-xxx-xxxx** and leave a message. (Don't forget to say your name, the shift date, and the shift time in your message!)

Does anyone know what professional boundaries means?

Don't have to hug. [Context: Sometimes little kids try to hug SSUS volunteers. If you want to give a kid a quick hug, you can -- provided it's the kid's idea. If you don't want to hug a kid, it's 100% okay to say, "Oh, I don't like hugs, but we can high five or wave instead."]

Don't have to be photographed. [Context: Sometimes a grandma is so excited about her four-year-old grandkid signing up for the SRP, she'll want to take a photo. If you want to be in the photo, you can. If you don't want to be, it's again okay to walk away. You don't have to be in a photo you don't want to be. If our staff photographer is taking photos all day and you don't want to be in photos, let us know! We have other tasks for you to do, and we can put you in a space away from the photographer.]

Let's say you, your best friend, and another volunteer are at the SSUS table. A kid comes to sign up, and you help them. Another kid comes to sign up, and your friend helps them. A third kid comes up, and you help them. What could change here for better professionalism?

Taking turns; including others.

Let's say you're running late to your shift. What do you do?

Don't run late. Call the Children's Desk.

2026 SSUS Agreement

The three priorities of the 2026 Summer Sign-Up Squad are

Safety, Welcoming, and Professionalism

Safety

- ☐ I promise to never be alone with an adult who isn't in my family.
- ☐ When I am uncomfortable around someone, I will walk away.
- ☐ I will not touch patrons, staff, or other volunteers.
- ☐ I will tell the librarian if I am the only volunteer at the SSUS table for 10+ minutes.
- ☐ I will exit the building immediately if the fire alarm sounds.
- ☐ If I get hurt, I will tell the librarian immediately.
- ☐ I promise to follow the library use policy.

Welcoming

- ☐ I will be kind and include all the other Summer Teen volunteers.
- ☐ I will smile, wave, and talk with kids and families using G-rated language.
- ☐ I will not use language that is racist, sexist, ageist, or demeaning in any other way.
- ☐ I will not use a cell phone unless it's specifically needed for the task I'm doing.
- ☐ I will direct patrons with questions about books and resources to librarians.

Professionalism

- ☐ If I am scheduled for a shift, I will show up.
- ☐ I will practice good professional boundaries.
- ☐ I will clock in and clock out through the Volunteer Kiosk.
- ☐ I will wear closed-toe shoes, appropriate clothing, and no scented products.
- ☐ I will not attempt to make money while at the library.
- ☐ I will do the tasks assigned to me the best I can.
- ☐ I will return my apron and leave my work area clean.
- ☐ I will call the TPL Children's Desk xxx-xxx-xxxx if I need to cancel a shift.

Clarify that "appropriate clothing" is apolitical and G-rated.

Volunteer Name (print)

Volunteer Signature

Date

Library Staff Signature

LIBRARY USE POLICY

POLICY:

The Library is a shared community space. In order to ensure that the library is a safe, comfortable, and welcoming place, everyone is expected to follow this policy while using the Library.

- Treat all library users and employees with courtesy and respect.
 - Follow reasonable direction of Library employees. (Tigard Municipal Code 7.58.080)
 - Refrain from behavior that is disruptive to library services or operations, or which causes a threat to the safety of library users, employees, or property.
 - Respect other users' privacy.
- For prolonged conversations, in person or by phone, use the study rooms, lobby, or any other areas specifically designated for such use.
- Keep audible cell phone use brief and quiet.
- The Houghton Room is a quiet room; no audible cell phone use or in person conversations are permitted.
- Children under the age of 10 shall not be left unattended by their responsible adult guardian (ORS 163.545).
- Respect furnishings, equipment, and fixtures by using them safely and appropriately, in line with their intended use.
- If resting, sit upright, keeping feet off of tables and seating surfaces.
- Small snacks are permitted in the library. Meals are permitted in the Courtyard, Lobby, Burgess Community Room, and Puett Room.
- Drinks are permitted in covered containers.
- Consumption of alcohol is not permitted in or on the premises of the library. (Tigard Municipal Code 7.32.180)
- Only service animals specifically trained to aid a person with a disability, service animals in training, or animals for library-sponsored events are allowed in the library.
- No smoking or vaping in the library building, grounds, or parking lot. Smoking and the use of related products, including but not limited to cigarettes, e-cigarettes, cannabis

products, cigars, and pipes, is prohibited at the library and all other City-owned property. (Tigard Municipal Codes 7.52 and 7.82)

- Use personal audio devices with volume low enough not to be heard by others.
- Park wheeled objects larger than 18" wide and 30" tall outside. Bike locks are available at the Check Out desk. Mobility devices including baby strollers are welcome.
- Keep aisles and exits clear, allowing access to library spaces for all.
- Wear top, bottom, and shoes while in the library building.
- Strong odor or perfume may interfere with the ability for some to use the library. Library users are welcome in the library once the source of the odor has been addressed.
- No soliciting is allowed in the library, pursuant to the library's Soliciting and Petitioning Policy.

Library employees are required to speak to those who may need a reminder of these guidelines. Our goal is for everyone to have an enjoyable, successful library visit.

Persons who violate this policy or certain provisions of state or local laws while on library premises may be excluded from the premises and/or have their library privileges revoked. (Tigard Municipal Code 7.58.090)