

Teen Advisory Group Code of Conduct

1.0 Purpose

The Teen Advisory Group (TAG) empowers teens to become active participants in shaping the library experience for their peers. Through program planning, resource suggestion (such as book displays, and Teen Gaming station recommendations), and advocating for teen needs, TAG members develop leadership skills, connect with like-minded individuals, and make a real impact on their community.

2.0 TAG Volunteer Responsibilities

2.1 TAG may assist with:

- Planning and/or running teen events
- Planning and/or running children's events
- Book displays/recommendations for collection
- Other (TAG is for teens by teens! All ideas are welcome.)

2.2 TAG Code of Conduct:

- I will create a welcoming and supportive environment for my fellow volunteers by being respectful to everyone in this program, including their ideas and opinions.
- I will not interrupt others while they are speaking.
- I will not use bad language or put others down.
- I will not use any offensive terms pertaining to someone's race, gender, sexual orientation, abilities, or religion.
- I will make and provide productive contributions toward group discussions and fulfill the duties of any assigned task to the best of my abilities, including assisting other TAG members when my work is complete.
- I will be mature, cooperate with others, and always follow directions.
- I will clean up my space and any common spaces before the program ends.
- I will take good care of library property and the property of others.
- I will be respectful of staff and other customers while in the library. I will abide by the Oshawa Public Libraries Library Use Guidelines, this Code of Conduct, and other Library policies.
- I will complete HR and AODA training if the Library requests.

3.0 Special Events

TAG volunteers may be asked to assist the library with special events. 'Special Events' refers to events outside of TAG meetings; such as Haunted House, Friends of the Library Book Sales, FanCon, etc.

To be considered for special events, TAG volunteers must have attended a total of five (5) meetings at either McLaughlin or Delpark.

When volunteering at special events, TAG volunteers are expected to uphold all responsibilities as outlined in section **2.2**, including:

- I will be punctual and arrive ready to work.
- I will communicate with my point of contact if I am sick or otherwise unable to attend my assigned shift before the start of my shift.
- I will abide by a workplace appropriate dress code when representing the library.
- I understand that not abiding by this Code of Conduct may disqualify me from participating in future special events.

Name (please print): _____

Signature: _____

Date: _____

Please return this form to:

Lidia Elsdon
Customer Service Librarian
Oshawa Public Libraries
65 Debwewin Miikan, Oshawa, ON L1H 1N2

Email: lelsdon@oshawalibrary.on.ca

