

**Bernardsville Public Library
1 Anderson Hill Road
Bernardsville, New Jersey
908 766 0118**

Teen Volunteer Application (for students Grades 6-12)

Name _____ Birth date _____
Month-day-year
Address _____ Phone _____
_____ Grade _____
School _____

In case of emergency, please notify _____ Phone _____

Work schedule: please circle the times you are available to volunteer. Also note 1st, 2nd, and 3rd choices of times.

Monday	Tuesday	Wednesday	Thursday	Friday
Mornings (available during the summers and school breaks)				
10:00-12:00	10:00-12:00	10:00-12:00	10:00-12:00	10:00-12:00
Afternoons (available during the summers and school breaks)				
1:00-3:00	1:00-3:00	1:00-3:00	1:00-3:00	1:00-3:00
After school				
3:00-5:00	3:00-5:00	3:00-5:00	3:00-5:00	3:00-5:00

Saturdays (by special arrangement)

Please indicate jobs that are of interest to you.

- ___ 1. Craft programs.
- ___ 2. Reading club assistant.
- ___ 3. Prepare flannel board stories (coloring, cutting, drawing, laminating, etc).
- ___ 4. Change or affix labels.
- ___ 5. Use the OPACS to check book listings.
- ___ 6. Shelve books and/or shelf read.

Please list any special interests, talents, hobbies, skills, or health restrictions

By signing below, you agree to the following statements:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application to volunteer. I hereby authorize the custodian of any information related to my previous employment, driving record, education, residence, criminal convictions, credit standing, or character, to release said information to the person or agency identified herein, unless restricted by law. This authorization is made voluntarily, for the purpose of performing volunteer work.

I have read and agree to abide by Bernardsville Public Library's Volunteer Policy.

Signature/Date

I give my permission for my son/daughter to be a teen volunteer.

Parent's Signature/Date

If you have any questions, please call Michaele Casey, Youth Services Librarian

Bernardsville Public Library
Volunteer Policy
Revised February 20, 2007

A volunteer is anyone who assists with the activities at Bernardsville Public Library without financial compensation.

Recruitment of volunteers is the responsibility of the Director. Volunteers work directly with library staff to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

Volunteers supplement the efforts of staff in providing quality service, encouraging people to become familiar with the library and its services, and supporting library fundraising activities. Volunteers supplement, not replace, the work of staff.

Illustrative examples of volunteer work include: shelving books, processing materials, helping prepare for programs, computer input, and maintenance of periodicals. Hours of volunteer service are determined by the supervisory staff member in discussion with the volunteer. Volunteers must arrive when scheduled or call the library if they will be absent. Except with prior approval, volunteer work must be completed within normal library hours. Volunteers must follow all library policies and procedures including those relating to the confidentiality of library records.

Nothing in this policy creates a contract between the volunteer and the library. Either the volunteer or the library can terminate their association at any time, for any reason, without any cause being stated.

The library provides no medical, health, accident or worker's compensation benefits for any volunteer.

Prior to volunteering, an applicant must meet with the Director or designee and complete an application for volunteer work. If the applicant is a minor, his or her parent or legal guardian must sign the application as well. The library may check background and will check references and has the right to decline anyone as a volunteer without cause or statement of reason.

Volunteers working with the Friends of the Bernardsville Public Library and members of the Friends working on Friends projects are volunteering for the Friends and not for the library.