

# LIBRARIES ROCK!™

## Wanted: Teen Volunteers!

We need teen volunteers at the library! If you're interested in spending time at the library this summer to help make our summer reading program the best yet, we're looking for you! We need people to help kids sign up for the reading club, to hand out prizes, to help with programs, and to help behind the scenes. Interested? Read on!

### Why be a teen volunteer?

- Help library staff, patrons, and your community!
- Meet new people and make new friends!
- Fulfill requirements for volunteer or community service hours! Check with your school for more information.
- Gain experience for your college applications or future jobs!

### Who can do it? Someone who:

- Is at least 13 or entering 7<sup>th</sup> grade.
- Is willing to come to volunteer at least 3 times during the summer.
- Wants to contribute to their community.
- Enjoys working with people and kids.
- Likes to help prepare for programs and events.

### How do I apply?

- Fill out the application form in this packet & have your parent or guardian sign the waiver.
- Put down 2 community references (Teachers or coaches are often great here - be sure to ask them first. No relatives please!)
- Turn in your application to the library by April 20<sup>th</sup>.
- We'll contact your references and invite you to an hour long orientation meeting at the library – Meetings are scheduled for Tuesday, May 15<sup>th</sup> at 4pm or Monday, May 21<sup>th</sup> at 7pm.



Spring Lake  
District Library

YOUTH VOLUNTEER APPLICATION FORM

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Age: \_\_\_\_\_

In case of emergency, who should we contact?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

References (Teachers or Community Members are best! No family members please)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever been convicted of a crime? NO YES

If Yes, when, where, and what was the nature of the offense?

Are there any felony charges currently pending against you? NO YES

If yes, please explain:

What are you interested in doing at the library?

Handing Out Prizes

Help at Storytimes or Children's Programs

Help with Summer Reading Sign-ups

Behind the Scenes Prep



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LIBRARY VOLUNTEER LIABILITY WAIVER

The person signing this waiver is a volunteer worker, or is the parent or legal guardian of a volunteer worker, in conjunction with the operation of the Spring Lake District Library. The undersigned hereby waives, releases, and discharges the Library Administration, the Spring Lake District Library Board, and each of their respective agents, officials, insurers, lessees, employees, and representatives from all liability for death, personal injury, or damage to property suffered by the volunteer worker as a direct or indirect result of any or all activities entered in or engaged in on behalf of Spring Lake District Library. This waiver, release and discharge shall not apply to death, personal injury, or property damage caused solely by gross negligence or intentional misconduct of the Library Administration, the Spring Lake District Library Board, or their respective agents, officials, insurers, lessees, employees or representatives.

Print name of Volunteer: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge that I am the parent/legal guardian of the above mentioned volunteer, who is a minor child, and I hereby agree to the above Liability Waiver for an on behalf of that minor child.

Print Name of Parent/Legal Guardian: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

PHOTO RELEASE

I give permission for my child's photograph and first name to be used by the Spring Lake District Library for promotion or publicity of the library in any form including, but not limited to, brochures, flyers, Facebook, and SLDL's website.

Print Name of Parent/Legal Guardian: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## LIBRARY VOLUNTEER PROCEDURE

Individuals are encouraged to volunteer their time and efforts in service of the Spring Lake District Library and its mission “to provide current, high-interest materials in a variety of formats, to encourage children’s interest in reading by offering a stimulating array of materials and programs, and to serve as an informational center for the community.”

Each volunteer will complete an application form, be interviewed, and, if accepted, will be assigned to work at times agreeable to both the volunteer and the library staff.

Volunteers are required to sign a liability waiver before beginning service at the library, In the case of a minor child, the parent or legal guardian must sign the waiver form.

Volunteers will work with and will be evaluated by library staff but will not replace paid staff. Each volunteer must fill out a time card record to be kept at the library to facilitate record keeping.

Volunteer schedules will be arranged in advance and volunteers will be expected to work at the agreed upon times. Volunteers are requested to notify the library if they will be unable to work, or if they no longer wish to volunteer.

Volunteers will work under the supervision of a library staff member and will be made aware of the Library’s expectations in relation to the work assigned. Volunteers will be expected to operate within the stated policies and procedures of the Library.

Volunteers who do not adhere to the rules and procedures of the library or who fail to satisfactorily perform their counter assignments are subject to dismissal. No volunteer will be terminated unless the volunteer has had an opportunity to discuss the possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct, theft of property or misuse of library materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by library policies and procedures, and failure to satisfactorily perform assigned duties.

In order to show appreciation for volunteer effort, annual recognition will be given based on the number of hours of service. This will include the addition of books to the collection in honor of the volunteer. For each 100 hours served, one book will be added to the collection with a bookplate inserted acknowledging the volunteer being honored.



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