



2017 Teen Shelf Reader Application

Are you detail oriented? Do you like books? Do you need Community Service Hours? Apply to be a Volunteer Shelf Reader!

Name: _____

Address: _____

Email: _____ Phone: _____

**Most communication will be done via email. Do you check your email on a regular basis? yes no
(PLEASE MAKE SURE TO PRINT YOUR EMAIL CLEARLY)**

Are you over 18? yes no If no, please have a parent/guardian sign below.

Grade: _____ (Grades 7 and up ONLY.)

Would you like to receive reminders via text about your volunteer commitments? The library will never share your mobile number or text you about anything besides your volunteer commitments. yes no

If yes, Mobile Phone: _____

_____ has my permission to participate in Chelmsford Public Library's Teen Volunteer Program. S/he has reliable transportation to and from the library for each event and training session.

Signature: _____ Date: _____

Name (Please Print): _____

Phone: _____

**Please return completed form to:
Sara Dempster, Head of Teen Services
Chelmsford Public Library, 25 Boston Road, Chelmsford, MA 01824**

Do you have a Community Service deadline? yes no

If yes, how many hours do you need and by when?

Shelf readers are typically scheduled for 1 hour shifts. **We ask that all volunteers commit to at least 10 hours with us.** These hours can be spread over several weeks.

What kind of commitment are you able to make at this time?

- A few weeks (10 hours or so)
- Just for the summer
- A few months
- As long as you need me
- Other: _____

When are you typically available?

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Where are you available to volunteer?

- Main Library AND/OR MacKay Library in North Chelmsford

Shelf reading involves bending, stooping, reaching and reading small labels. It can be tedious, detail-oriented work. Are you able and interested in doing this kind of work?

- yes no

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Please read the policies below and sign to indicate that you understand them. All teen volunteers are required to submit a signed copy of this form with their completed volunteer application.

- In case of illness or emergency, contact Sara ASAP at 978-256-5521 x133 or sdempster@chelmsfordlibrary.org.
- Not showing up when you are scheduled is unacceptable. If you do not show up twice (with no call), this will result in a two month ban from the volunteer program.
- Please have your supervisor sign any community service paperwork during one of your shifts.
- Volunteers will be trained and supervised by a staff member in the Reference, Children's or Circulation Departments or at the MacKay Branch.
- Please dress appropriately when you come in to work: clean clothes without holes or inappropriate slogans, no bare midriffs and no swimwear. Anyone inappropriately dressed will be asked to change or go home.
- While you are at the library, you are expected to work. Do not use your phone except in case of emergency, and please keep socializing to a minimum.
- There will be no harassment, abusive language or behavior from or toward its participants. This behavior from volunteers will result in an immediate two-month ban from the volunteer program. Any problems should be immediately reported to a staff member.
- Volunteers are **not** required to help patrons. Simply refer patrons to the closest staff member.
- Volunteers who comply with all policies are encouraged to ask a library staff member for a letter of recommendation or job reference.

Training is MANDATORY for all volunteers. Have you attended training?

- Yes**
- No**

New volunteers must register for a training session at www.chelmsfordlibrary.org/calendar. Training sessions are offered monthly.

I have read and understand all of the above.

Signature

Date

Please print your name: _____

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Shelf Reading Volunteer Program Policies (Your Copy)

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Contact information:

Sara Dempster, Head of Teen Services: sdempster@chelmsfordlibrary.org

Nicole Giroux, Head of Children's Services: ngiroux@chelmsfordlibrary.org

Danny Lykansion, Head of Reference: dlykansion@chelmsfordlibrary.org

Christine Sharbrough, Circulation Department: csharbrough@chelmsfordlibrary.org

(978) 256-5521

www.chelmsfordlibrary.org

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