



2018 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)**

Grade: _____ (Grades 7 and up ONLY.)

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

_____ 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: _____

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

**Please return completed form to:
Marty Mason, Youth Services Librarian
Chelmsford Public Library, 25 Boston Road, Chelmsford, MA 01824**

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 Marty ASAP by email at the address mmason@chelmsfordlibrary.org.
- If you need paperwork signed as proof of your community service hours, contact Marty.
- Volunteers will be trained by a staff member in the Reference, Children’s and Teen Departments.
- Please dress appropriately when you come in to work: you are working in a public building, so please make sure your outfits are family-friendly. 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 rude behavior from or toward volunteers. This behavior from volunteers will result in an immediate and permanent ban from the volunteer program. If you as a volunteer encounter any problems with this behavior from others, please alert a staff member immediately. We want to make sure you have a positive experience—your comfort is our priority.
- If you don’t know what to do—ask!
- Volunteers are **not** required to help patrons. Please refer patrons to the closest staff member.
- Volunteers who comply with all polices 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 all of the above and I understand that if I do not follow these policies or am unable to complete assigned tasks correctly I will be asked to re-train or not to return as a shelf reader.

Signature _____ Date _____

Please print your name: _____

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Shelf Reading Volunteer Program Policies (Your Copy)

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- There will be no harassment, abusive language or behavior from or toward its participants. This behavior from volunteers will result in an immediate and permanent ban from the volunteer program.
- Any problems should be immediately reported to a staff member. If you don't know what to do—ask!
- Volunteers are **not** required to help patrons. Please refer patrons to the closest staff member.
- Volunteers who comply with all polices are encouraged to ask a library staff member for a letter of recommendation or job reference.

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