

**Acton Memorial Library Young Adult Department
Volunteer Program & Application Form
For students in grades 9 - 12**

Welcome to the Young Adult Department, and thank you for offering your time as a volunteer at the library. Volunteers may fill out an application on the back of this form at any time and leave it with the Young Adult Librarian or at the Circulation Desk. Applications may also be mailed to the Young Adult Department, Acton Memorial Library, 486 Main St., Acton MA 01720. Students in grades 5 –8 may apply in the Children’s Department to become Junior Volunteers.

Volunteers have an opportunity to work in one of several departments of the library; Circulation, Reference, Technical Services (Cataloging Dept.), and Children’s. The following will give you an idea of several of the tasks we welcome your help with. Most of the work that we have to offer requires some time in training such as assisting with shelf reading (making certain books are in the correct place on the shelves), scanning and transcribing text, data entry using Dreamweaver, collecting books throughout the library from a “Paging list”, and working with databases to account for the circulation of books. Also, some of the volunteer opportunities may involve assisting with a scheduled event, such as a children’s story hour or the children’s raffle or craft program. In addition, volunteers are needed to help maintain supplies for patrons such as pencils, paper, etc. and perform other requested tasks that involve office support, inventory and shelf upkeep.

After you consider what area of the library you may wish to work in, please share with us what your volunteer interests are and what skills you believe will best assist in particular tasks listed above. After this application is reviewed you will be contacted via email to set a time to meet at the library to discuss a good match for your interests and skills. When you meet the staff member with whom you will work, you will discuss scheduling with her. Please note the scheduling requirements listed with your assigned job and be sure that you can responsibly meet them. Volunteers at the Acton Memorial Library are scheduled a minimum of two hours per week and are expected to notify the assigned supervisor any time they will be absent. We greatly appreciate and depend on a volunteer’s commitment to fulfill the specific responsibilities.

Be sure that your supervising staff member has your contact information (phone number, email address) and that you have hers (name, department, library phone number and extension). This will ensure that each of you may notify the other in case of emergency. Please make a note of your scheduled hours also.

Stop by the YA (Young Adult) department from time to time and let me know how it’s going. You can find me at the library most Tuesday, Wednesday and Thursday afternoons. I’ll look forward to talking with you!

Pam Parenti, Young Adult Librarian
978.264.9641 x279
pparenti@minlib.net

Kindly fill in all information on the reverse side of this application.

Young Adult Volunteer Application

Today's Date _____ I want to volunteer immediately ___ during the summer ___

Name: _____

Address: _____ Town: _____

Telephone 1: _____ Telephone 2: _____

School: _____ Year of Graduation: _____

We will contact you by email to schedule a time to meet and discuss available volunteer opportunities. Please **print** legibly: Email Address: _____

Survey Question: Would you prefer another form of contact instead of email or telephone call? If so, please explain: _____

What would you like to do at the library: Please check areas of interest.

- | | |
|---|---|
| <input type="checkbox"/> Shelf Reading | <input type="checkbox"/> Assist with Young Children's programs and events |
| <input type="checkbox"/> Proofreading | <input type="checkbox"/> Typing: Circulation Support |
| <input type="checkbox"/> Transcribing | <input type="checkbox"/> Typing: On-line data entry |
| <input type="checkbox"/> Scanning and Photocopying | <input type="checkbox"/> Circulation office support (maintain supplies, etc.) |
| <input type="checkbox"/> Shelving books, CDs, etc. | <input type="checkbox"/> Move book collections |
| <input type="checkbox"/> Collection Inventory: Assist with books on shelves | <input type="checkbox"/> Take photos for library website |
| <input type="checkbox"/> Assist with on-line data bases | |

Upon completion of your volunteer duties, you may request a letter confirming your activities at the library. Extra copies of this letter are also available upon request.

For Library Use Only:

Supervisor's Name _____ Department _____

Telephone _____ Ext. _____ Email Address _____

Schedule: Day(s) _____ Hours _____ Start Date _____ End Date _____

Not available on dates: _____ Confirming Email sent to volunteer ___

Thank you for your interest in volunteering at the library.