



Monroe Free Library • 44 Millpond Parkway • Monroe, NY 10950
845 783 4411 • www.monroefreelibrary.org

Teen Volunteer Application.

Every applicant must have a Monroe Free Library card in his or her own name.

Teen's name: _____

Monroe Free Library barcode number: _____

Phone number: _____ Emergency contact
(name & number): _____

Grade (entering this fall): _____ School: _____

Email address: _____

Are you working toward a Monroe-Woodbury Comprehensive Diploma?

If so, how many volunteer hours do you need?

By what date do you need to complete your hours?

Please turn this page over to complete section two.

Teen Volunteer Code of Conduct

As a volunteer, you represent the library. Treat this position like a "real" job.

* **DRESS APPROPRIATELY!** You may not wear short shorts or plunging necklines. Neither boys nor girls may have undergarments showing.

* **THE PATRONS ARE OUR CUSTOMERS;** it is your job to be respectful, polite and as helpful as possible.

* **NO FRIENDS HANGING OUT** watching you work.

* **IF YOU ARE ILL** or cannot make your shift for some other important reason please call us as soon as possible so we can get a sub.

* **BE ON TIME!** Whether it is when you are reporting for your shift or coming back from lunch or dinner.

* **NO CELL PHONES** when you are working.

* **YOU MAY ONLY LEAVE** for lunch and dinner breaks and you must sign out and in when you do so. **DO NOT SIGN IN AND LEAVE THE BUILDING!** We are responsible for you and need to know your whereabouts at all times. If you have signed in and you are not in the building your parents will be called.

* **YOUR MAIN JOB WHILE YOU ARE HERE** is to shelve books in the Childrens' and YA department.

* **USE APPROPRIATE LANGUAGE!** There are lots of little children around. Don't discuss anything that they shouldn't hear.



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Why do you want to volunteer in the Children's Department?

Why would you be a good teen volunteer? (*Have you participated in library activities in the past? Do you like working with children? Do you type or use a computer well? Do you like to do crafts or read to children?*)

Your signature: _____

Photography Release: *We take pictures at our events to publicize the library in local media, and also to make prints and downloadable images available through our Web site.*

I hereby assign all rights to the photographs made of me (and / or my children) by Monroe Free Library. I hereby authorize and consent to the editing, reproduction, exhibition and use of said photographs by Monroe Free Library for promotional purposes in library publications, on the library's Web site and in local print media. I acknowledge the library's right to crop or treat the photographs at its discretion. I attest that I am over 18 years of age and that I agree to be bound by the terms of the release herein. *Parent signs for minor child / children.*

Parent / Guardian: _____
Please sign and print.

Address: _____

Phone number: _____ Email address: _____

Date: _____