



Albany Public Library Youth Volunteers

Students who have completed sixth grade are invited to become volunteers at the Albany Public Library. To become a volunteer, please fill out the Youth Volunteer Application Form, and turn it in at either Albany Public Library before June 22, 2009:

Main Library
2450 14th Avenue SE
Albany, OR 97322

Carnegie Library
302 Ferry Street SW
Albany, OR 97321

Youth Volunteers may choose to work at one or more of these jobs during Summer 2009:

- Assisting at Star Wars programs for children
Main Library (Tuesday, June 30, 1:30 – 3:30 p.m.)
Downtown Carnegie Library (Wednesday, July 1, 1:30 – 3:30 p.m.)
- Assisting at Harry Potter programs for children
Main Library (Tuesday, July 21, 1:30 – 3:30 p.m.)
Downtown Carnegie Library (Wednesday, July 22, 1:30 – 3:30 p.m.)
- Judging the Guessing Jar and straightening bookshelves in the Children's Area
Main Library (Tuesdays: June 16, 23, 30; July 14, 21; August 4, 11, 18; 3:30-4:00 p.m.)
Downtown Carnegie Library (Wednesdays: June 17, 24; July 1, 15, 22, 29; August 5, 12, 19; 11:00a.m. – 12:00 noon)
- Assisting at Children's Craft Programs and straightening bookshelves
Main Library (Tuesday, August 4, 1:30 – 3:30 p.m.)
Downtown Carnegie Library (Wednesday, August 5, 1:30 – 3:30 p.m.)

Although volunteers do not earn money, time volunteering at the Library gives them:

- Training and experience in the world of work.
- A professional reference and job experience to list on their resume.
- A behind-the-scenes look at library-related careers.
- Interesting experiences and the chance to meet kids and adults with similar interests.
- They do not accrue fines for overdue library materials after volunteering at least 12 hours during a three-month period and for each subsequent three-month period in which they volunteer 12 hours. (Please notify Doris Hicks if you want this benefit when you have completed your 12 hours of service.)
- For youth living outside the Albany city limits, a free library card after volunteering at least 12 hours during a three-month period (parental permission and signature required for youth under age 18) and for each subsequent three-month period in which they volunteer 12 hours. (Please notify Doris Hicks if you want this benefit when you have completed your 12 hours of service.)
- End-of-summer party at the Main Library, Monday, August 17, 1:30-2:30 p.m.

Before beginning work at the Library, new volunteers must complete an application form and attend a one-hour orientation session.

- Monday, June 15, 2009, 2:00 - 3:00 p.m., Main Library
or
- Monday, June 22, 2009, 2:00 - 3:00 p.m., Main Library

The two sessions listed above are the **ONLY** Orientation sessions for Summer 2009. For more information about the Youth Volunteer Program, contact Doris Hicks, Young Adult Services Librarian, at doris.hicks@cityofalbany.net, or (541) 791-0015. Thank you for considering volunteer service at your Albany Public Library



2009 YOUTH VOLUNTEER REGISTRATION FORM

Albany Public Library
2450 14th Avenue SE
Albany, OR 97322-6880

PLEASE PRINT

Name _____
Last First Middle

Address _____
Number & Street City & State Zip

Telephone _____

E-mail Address _____

Date of birth _____ School _____ Grade 2008-2009 _____

Note: *You must have finished sixth grade in order to be a volunteer at the Albany Public Library.*

Parent or guardian to contact in case of emergency:

Name _____ Relationship _____

Address _____
Number & Street City & State Zip

Telephone _____

Are you good at putting items in order alphabetically or numerically? Yes No

Would you like to work at the Library shelving books? Yes-Main Library Yes -Carnegie Library No

Have you had prior experience working in a library either paid or unpaid? Yes No

If yes, where? _____

What did you do there? _____

Before beginning work, all new volunteers must attend an orientation session where they will tour the building, learn about the Library's policies and procedures, and find out about job assignments and specific days/times to volunteer throughout the summer.

Please choose **one** orientation session to attend:

- _____ Monday, June 15, 2009, 2:00 - 3:00 p.m., Main Library
or
- _____ Monday, June 22, 2009, 2:00 - 3:00 p.m., Main Library

The two sessions listed above are the **ONLY** orientation sessions for Summer 2009.

Do you have any health-related restrictions or physical limitations that might affect the work that you can do? Yes No If yes, please explain:

I am interested in volunteering at the Albany Public Library. I understand that my attitude and attire at work should be professional.

I will accept assignments and supervision courteously. I will be dependable and let my supervisor know in advance if I cannot come in at my scheduled time. I will conduct myself appropriately at all times, walking and talking quietly so as not to disturb Library users or staff. I will not use my volunteer time to visit with friends.

Student Volunteer Signature

Date

Parent/Guardian Signature

Date

Return this completed form to the Library before June 22, 2009.

Thank you.