

Westfield Memorial Library

550 East Broad Street, Westfield, NJ 07090 • 908-789-4090, ext. 3
youthservices@wmlnj.org

Library Teen Volunteer Application

Please print clearly and complete each section.

Name _____

Date _____

Street Address _____

Age _____

(Please note, all teen volunteers must be residents of the town of Westfield)

Phone: Home _____ Cell (if available) _____

E-mail _____

(This will be our primary means of communicating with you – please remember to check your e-mail for messages from us!)

Current grade in school (upcoming fall if applying in summer) _____

School attending _____

Do you have any special interests or skills that would be helpful at the library? If so, please list them here:

Is there a specific volunteer posting you are interested in? If so, which one? _____

I have read and agree to the teen volunteer policies and guidelines. (see next page)

Volunteer's signature _____

Parent or guardian's signature (if under 18) _____

Person to contact in case of emergency _____

(Please return this form to the Youth Services desk at the Westfield Memorial Library.)

Teen Volunteer Policies and Guidelines

1. Once you have completed, signed and returned your volunteer application we will contact you via e-mail regarding upcoming volunteer opportunities. If you are interested in a specific date, please reply via e-mail or phone to let us know, and we will confirm. Please do not show up for a program unless we have contacted you.
2. Keep in mind that we are counting on our teen volunteers. Your offer to volunteer is a serious commitment. If you cannot report at your assigned time, please let us know as soon as possible by calling 908-789-4090, ext. 3, or by e-mailing us at youthservices@wmlnj.org. Please arrive on time.
3. When you come in to volunteer, report to the Youth Services desk and tell the librarian on duty that you have arrived. You will sign in and receive your instructions.
4. Please dress appropriately, neatly, and cleanly. Do not use your cell phone or chat with friends while you are volunteering.
5. As a representative of the library, be polite, courteous and helpful to all library users and staff. If there is a problem with a patron, staff member or another volunteer, tell your supervisor immediately.
6. Refer all customer inquiries to a library staff person. Politely inform the customer that you are a volunteer, and will find someone to help them.
7. Westfield Memorial Library supports individuals' access and freedom to read and view materials without placing value judgments on those choices. While some materials in the collection may offend your personal tastes or beliefs, please behave with respect and tolerance towards people with other points of view.
8. You are responsible for your own transportation to and from the library. If you are here until the library closes, you need to have arranged transportation to pick you up at that time.
9. By signing this form, parents agree to support their child's participation.

We are very happy that you are offering to volunteer! We will do our best to make the experience a positive one. Please don't hesitate to talk to any of the librarians or e-mail us if you have any questions, concerns, comments or suggestions.