**Teen Volunteer Application**

Thank you for your interest in volunteering at the Sugar Grove Public Library. Teen applicants must be between the ages of 13 - 18.

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to earn \_\_\_\_ service hours by (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I would like to volunteer:

Monday (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Library is open 10am to 8pm)

Tuesday (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Library is open 10am to 8pm)

Wednesday (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Library is open 10am to 8pm)

Thursday (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Library is open 10am to 8pm)

Friday CLOSED

Saturday (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Library is open 10am to 4pm)

Sunday (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Library is open 2pm to 6pm)

Thank you for interest in applying to volunteer. If you have questions, please call 630-466-4686 and ask to speak with Christine. You may also email christine@sgpl.org. Thank you!

Teen Library Volunteer Guidelines

**Welcome!**

**Thank you for volunteering your time to the Sugar Grove Public Library! –SGPL Staff**

**Library Contact Info**

* 630-466-4686, Christine Edison, christine@sgpl.org
* Hours: Mon.-Thurs.: 10-8; Fri. CLOSED; Sat.: 10-4; Sunday 2-6

**Sign-In/Out**

* When you arrive for a volunteer shift, please find your page in the volunteer binder to sign in. If you do not have a page yet, please ask a staff member for one. We need to keep track of volunteer hours accurately.
* Please take a green lanyard that says “Volunteer” on it.
* At the end of your shift, please return the green lanyard, sign out, and have a staff member initial your volunteer sign-in sheet.

**Clothing**

* Casual attire, clothing should be free of rips and stains
* Your Volunteer lanyard or a Volunteer nametag should be worn during the shift.

**Behavior**

* Volunteers represent the library, so please make sure you are on your best behavior.
* At no time will the Volunteer Program tolerate harassment, abusive language or behavior from or toward its participants. Any problems should be immediately reported to a staff member.
* Please refrain from using swear words, being excessively loud, or goofing off.
* If a patron asks you a question, politely refer them to one of the service desks for help.

Please initial that you have read through and understood this information. \_\_\_\_\_



**Volunteer To Do List**

**GENERAL:**

* Dust the youth and adult shelves, including bottom shelves, behind display books, and on the tops of books
* Wipe down all tables on youth and adult sides with 409 and paper towels
* Sweep out front entrance (between sliding glass doors)
* Wipe down keyboards and mice with Clorox wipes
	+ Technology Learning Center (adult)
	+ Adult section catalog computers
	+ Youth catalog computers
	+ Teen Zone computers
	+ Computer Lab computers
* Clean toys (ask Youth Dept)
	+ Magnatiles
	+ Legos and Lego table
	+ Trains and train table
	+ Wooden puzzles
	+ Wipe down books in story time room
	+ Use disinfectant wipes to wipe down wooden crocodile that holds board books
	+ Clean and wipe down farmers market stand and fruit/veggies in youth area
* Wipe down glass art display cases
* Clean interior glass windows and doors
	+ Adult area interior glass
	+ Youth area interior glass
	+ Perimeter
	+ Teen Zone
	+ Porch
	+ Study Rooms
	+ Story Time Rooms
	+ Foyer
	+ Office Windows
	+ Meeting Rooms
	+ Board Rooms
* Clean lobby glass windows and doors
* Wipe down tables
	+ Tables in youth area
	+ Tables in adult area
* Clean plexiglass partitions
* Sweep tiled areas and wipe down tables in the meeting room areas
* Straighten toys, puzzles and stuffed animals
* Bring any stray materials (books, DVDs, magazines, etc.) to Circulation area to be “marked used” for statistics
* Spread out magazines on tables (make space look inviting)

**LANDSCAPING:**

* Weed gardens
* Water flowers every other day (as long as it hasn’t rained)
* Hose down exterior walls around porch

**CIRCULATION:**

* Edge and Dust Shelves
* Stamp RAILS transit slips with “SGD” stamp
* Sharpen pencils and refill scrap paper by catalog computers, copy center and technology learning center