

## 2010 Guidelines for Teen Volunteers at the Princeton Public Library

The Princeton Public Library seeks volunteers to help out during the months of June – September with our annual Summer Reading Clubs, and at the Princeton Children’s Book Festival, held on September 11, 2010. Students entering grade 7 in fall of 2010 and older are eligible to participate. Please note that although we always welcome applications we may have to limit the number of volunteers we can accept in the program and preference is given to Princeton Public Library cardholders.

**Only applications completed and submitted using the online form will be accepted.**

The link to the online registration form is at: <http://www.princetonlibrary.org/teens/index.html>

### Some things to know about applying to volunteer:

- ALL VOLUNTEERS are required to commit to a MINIMUM of 12 hours for the entire summer but may volunteer for more.
- ALL STUDENTS interested in volunteering are **required to register for and attend 1 orientation session** prior to volunteering in the summer program. Students should indicate on the online application which orientation session date they will attend, and they should submit the application at least 2 days before the date they are attending. The session will last about 45 minutes. **Students need attend only 1 session and must arrive on time and attend the full session.** Parents/guardians are welcome to attend.

**Orientation sessions will be held in the Community Room, 1<sup>st</sup> floor at the library:**

Wednesday, May 5, 7:00 PM

Saturday May 8, 11:00 AM

Tuesday May 11, 4:00 PM

Wednesday May 19, 4:00 PM

- ALL STUDENTS prior to the orientation session they plan on attending.
- ALL STUDENTS WHO WILL BE NEW VOLUNTEERS should provide 2 references.
- ALL STUDENTS WHO WILL BE NEW VOLUNTEERS will be asked to meet with a librarian in the Youth Services Department for an informal interview prior to receiving a schedule.

## **Some things to know and do if you become a volunteer in this program:**

- ALL VOLUNTEERS are responsible for contacting PPL staff (and should not ask parents to call) about opportunities to volunteer and questions about orientation and scheduling.
- ALL VOLUNTEERS need to take responsibility for keeping track of their schedules and notifying library staff of requests for scheduling changes. Cancellations should be given with enough advance notice so substitutions can be arranged, and be communicated in-person or by phone to the Youth Services Department at (609) 924-9529 ext. 241. Notice must be given by the volunteer, not a parent/guardian, please. This is the volunteer's responsibility.
- ALL VOLUNTEERS should be aware that volunteers are assigned to assist with the activities of the summer reading clubs at the library; many of the duties are basic and routine and may not always seem exciting, however getting these assignments accomplished is a big help to the library and the volunteers' efforts are valued.

### **For more information or to ask any questions please contact:**

Susan Conlon or Allison Santos in Youth Services Department of the Princeton Public Library.  
Please call (609)924-9529 ext. 241 or send e-mail to:

Susan Conlon: [sconlon@princetonlibrary.org](mailto:sconlon@princetonlibrary.org)

Allison Santos: [asantos@princetonlibrary.org](mailto:asantos@princetonlibrary.org)

**APPLICATION DEADLINE: May 19, 2010**

**Princeton Public Library 65 Witherspoon Street, Princeton, NJ 08542**