

BERNARDS TOWNSHIP LIBRARY

Student Volunteers

Who can volunteer. . .

Children's Library:

Students in 6th grade and up who possess or are eligible for a Bernards Township Library card. Applications are available at the Children's Desk.

Teen and Adult Library:

Students in 7th grade and up who possess or are eligible for a Bernards Township Library card. Applications are available at the Reference Desk or on our website:

(<http://bernardslibrary.org/content/volunteer-application>).

- Volunteer opportunities are arranged in advance. A library staff member will contact and schedule registered volunteers when help is needed.
- Student volunteer work requires that the volunteer be able to learn the task with the initial training/coaching of a staff member or an experienced volunteer and then be able to repeat the task independently each time they come in.

Volunteer Expectations:

- A positive attitude is a must!
- Volunteering is a commitment. Please call the library @908-204-3031 if you are not able to make your commitment.
- Volunteers are expected to dress in a modest manner that is appropriate for representing the library. Your clothes should be suitable for bending, sitting on the floor and lifting. Length of dresses, skirts and shorts must be as long as the end of fingertips when arms are resting at side. Thin strap tops, shirts that reference alcohol/drugs, and flip flops are not appropriate.
- Be on time and have a plan for getting home before you come.
- Volunteer time is time to HELP, not play or socialize. Your job needs to be put first. Please do not bring friends or siblings unless you have prior permission from a library staff member.
- Volunteers are expected to stay until the job is finished and cleaned up.
- Offer suggestions and ideas, but wait for approval from library staff before acting on them.
- Ask for help from library staff if you have any questions.
- Please give a one week notice if you need a letter or form completed to verify your volunteer hours and description of service.

Thank you for your interest in volunteering. We couldn't do as much without you!