

Discover
OCPL
ONslow COUNTY PUBLIC LIBRARY



Volunteer group for teens in 6th -12th grade.
Be involved with your library and represent the teen community as advocates for teen interests and concerns. Bring your ideas, interests & energy to OCPL & help plan events, recommend materials, and participate in community events. Earn service hours and recommendations for jobs or college applications.

Please return all volunteer applications to:
Onslow County Public Library Youth Services Dept.
58 Doris Ave East
Jacksonville, NC 28540

Please fill out the following:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

School: _____ Age: _____

Please answer the following questions:

- Are you volunteering to complete academic or civic service hours?
- What is the name of the academic or civic service hour organization?
- How many hours do you need?
- What is your deadline for completing these hours?
- Have you spoken to your school and/or guidance counselor about your eligibility?
- Please tell us what you would most like to do as a volunteer in the library:

- Please list any other information you would like us to know about you.
(hobbies, interests, clubs, etc).

- Please list the times and days of the week that you are able to volunteer:

- Please list any medical conditions or allergies that we should know about. (All information will be kept confidential. We are requesting this information in case of emergencies.)

Please read the following and sign:

I certify that the answers contained in the application are true and complete to the best of my knowledge. My volunteer service is conditional upon the completion of this application. I am offering my services as a volunteer. I have read the Onslow County Public Library volunteer policy and accept all terms and conditions.

Signature _____ Date _____

Emergency Information:

In case of emergency please contact:

Name of Individual Relationship

Daytime Phone: _____ Evening: _____ Cell: _____

Parental Permission

If you are under 14, please have a parent sign below:

I _____ give _____ permission to
Parent's Name Volunteer's Name

Volunteer at the Onslow County Public Library.

Signature of parent of guardian Date

This page left blank intentionally

Onslow County Public Library Teen Volunteer Guidelines

The Onslow County Public Library welcomes you as a volunteer! This packet will help you get started. It describes OCPL's teen volunteer program.

Library Hours

Monday – Thursday 9:00 am – 9:00 pm
Friday, Saturday 9:00 am – 6:00 pm
Sunday 1:00 pm – 5:00 pm

Volunteers are Important

Volunteers play a valuable role in keeping the library running. The Library accepts and encourages the involvement of volunteers at most levels of the Library and within appropriate programs and activities. Volunteers are given meaningful assignments, effective supervision, recognition of good work, and are treated as equals. All volunteers must be accepted and enrolled by OCPL staff before actively participating in TAG. We know the generous contribution of your talents and resources benefits our entire community. Thank You!

Benefits of Being a Volunteer

- A feeling of accomplishment
- Being of service to your community
- Recognition by staff, community, friends, etc.
- Building excellent references for college/employment.
- Meeting new people and making new friends
- Hands-on experience in many aspects of running a library.
- Job training for the future.

Guidelines for Volunteers

- TAG volunteers must wear a volunteer badge while volunteering at the library.
- TAG volunteers must attend an orientation.
- TAG volunteers are responsible to track their time in the Volunteer Notebook.
- TAG volunteers must maintain the confidentiality of ALL library information.
- Failure to maintain confidentiality will result in immediate termination of the volunteer.
- Upon request, OCPL may provide letters of reference for the TAG volunteer.
- Youth may begin to volunteer as early as the summer before entry into 6th grade.
- All TAG volunteers are registered by completing an application form.
- All personal information about the TAG volunteer is for internal use only.
- Written parental permission will be needed for volunteer under 14 years of age (6th to 8th grade).
- TAG volunteers are limited to two-hour blocks of time, unless special arrangements have been made.

Earning Volunteer Hours

Students attending Onslow County Public Schools can earn SAT hours through TAG; however, each volunteer must check with his or her guidance counselor to ensure eligibility and enrollment. At this time, TAG is not eligible for SAT hours for students attending Base schools.

Attendance

The library staff depends on volunteers to work the hours they agreed to work. If you can not attend, or are going to be late please call. Any volunteer who fails to show up for scheduled hours, without prior notice, 3 or more times may be dismissed.

Walk-Ins

We encourage all volunteers to schedule volunteer hours in advance. Walk-ins will be considered on an individual basis dependent upon the immediate needs of the library. Walk-in duties may be limited to shelving books and reading shelves.

Personal Conduct

The library is a public institution. Staff and volunteers alike are asked to speak quietly and be courteous and considerate of other volunteers, staff, and patrons. If patrons ask for assistance, volunteers should direct them to a staff member. Library staff and volunteers alike are subject to the same check-out, return and overdue policies as patrons, in regard to library materials. Volunteers are not permitted the use of cell phones or electronic devices (ipods, MP3 players, etc.) during their scheduled hours.

Dress Code

Volunteer's personal appearance contributes to a favorable public image for the library. Volunteers are expected to dress neatly and modestly. Revealing apparel or apparel with controversial messages may not be worn while volunteering. Volunteers are not permitted to wear open-toed shoes.

Confidentiality

Volunteers as well as staff members are asked to treat all information about patrons or library staff in a confidential manner. This includes all information that may be passed through word of mouth, computer documents, and other records.

Emergencies

If you should have an accident or witness an accident, please notify a staff member immediately.

Using Computers

Volunteers assisting with computer work should seek the help of a staff member. Please do not bring disks from home to use on staff computers. This policy helps to prevent the spread of computer viruses.

Volunteer Forms for School/Civic Organizations

Volunteers must submit any verification forms required for school/civic organizations no later than 1 week prior to due date. This is to ensure that staff members have ample time to verify information and complete forms.

Resignation

Should you decide to leave the volunteer program, please notify the volunteer coordinator as soon as possible.

Types of Warnings

- Verbal
- Written
- Dismissal

The Onslow County Public Library reserves the right to terminate the association between the volunteer and the library any time. Grounds for dismissal include, but are not limited to, failure to adhere to policies and procedures of Onslow County Public Library Volunteer Program, unsatisfactory work, and inappropriate behavior.

We look forward to your service as a volunteer for the Onslow County Public Library!

