

Onslow County Public Library

TEEN VOLUNTEERS

For Teens
Ages 13+

Please fill out the following:

Volunteer's First Name: _____ Last Name: _____ Date: _____
Address: _____ City: _____
State: _____ Zip: _____ Email: _____
Phone: _____ School: _____ Age: _____ Grade: _____

Please answer the following:

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 the times and days of the week that you are able to volunteer: _____
Medical conditions or allergies (All information will be kept confidential): _____

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 & conditions.

Signature: _____ Date: _____

Emergency Contact:

Name: _____ Relationship: _____
Day Phone: _____ Eve Phone: _____ Cell: _____

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

I _____ give my son/daughter _____
permission to volunteer at the Onslow County Public Library.

Signature of parent/guardian: _____ Date: _____



Jacksonville/Main Library
58 Doris Ave. E.
Jacksonville, NC 28540
910.455.7350
Mon-Thu: 9am-9pm
Fri-Sat: 9am-6pm
Sun: 1-5pm

Richlands Branch
299 S. Wilmington St.
Richlands, NC 28574
910.324.5321
Mon-Wed, Fri: 9am-6pm
Thu: 10am-7pm
Sat: 9am-3pm

Sneads Ferry Branch
1330 NC Highway 210
Sneads Ferry, NC 28460
910.327.6471
Mon-Wed, Fri: 9am-6pm
Thu: 10am-7pm
Sat: 9am-3pm

Swansboro Branch
1460 W. Corbett Ave.
Swansboro, NC 28584
910.326.4888
Mon-Wed, Fri: 9am-6pm
Thu: 10am-7pm
Sat: 9am-3pm

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Guidelines for Volunteers: **Please keep this page.**

- Teen volunteers must wear a volunteer badge while volunteering at the library.
- Teen volunteers must attend an individual or group orientation.
- Teen volunteers are responsible to track their time in the Volunteer Notebook or timesheet.
- Teen volunteers must maintain the confidentiality of ALL library information.
- Upon request, OCPL may provide letters of reference for the teen volunteer.
- All teen volunteers are registered by completing an application form.
- All personal information about the teen volunteer is for internal use only.
- SAT hours must be completed after 2:30 pm
- Written parental permission will be needed for volunteer under 14 years of age (6th to 8th grade).
- Teen volunteers are limited to two-hour blocks of time with a total of 2 volunteers scheduled at a time.

Earning Volunteer Hours: Onslow County Public School students must check with his or her guidance counselor to ensure eligibility and enrollment for SAT hours. Teen Volunteers is not eligible for SAT hours for students attending Base schools.

Attendance: 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.

Personal Conduct: Staff and volunteers alike are asked to speak quietly and be courteous and considerate of others. 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. Volunteers are not permitted to use cell phones/electronic devices during their scheduled hours.

Dress Code: Volunteers are expected to dress neatly and modestly: No spaghetti strap tops, short-shorts, open-toed shoes, or clothes with political/controversial messages are allowed while volunteering at the library.

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: 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!



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