



## **Elmhurst Public Library Middle School Volunteer Information Sheet**

**Please read these volunteer regulations carefully.**

1. Volunteers should remember that they represent the library to the public, and should always be courteous to all of the library's patrons, regardless of the patron's age.
2. Volunteers must be prompt and be able to work the entire time as scheduled unless prior arrangements have been made with their supervisors. Report to the Help Desk in the Kids' Library to sign in and to receive your volunteer identification badge.
3. Volunteers must call the Help Desk in the Kids' Library when they are not able to work as scheduled, at (630) 279-8696.
4. Volunteers should dress neatly. Volunteers should always wear their summer reading T-shirts while working. Volunteers may not wear blue jeans; nice shorts are O.K.
5. Volunteers may greet friends or neighbors while performing their duties. However, lengthy conversations with friends are not allowed because they are distracting to patrons and co-workers. Volunteers may not bring a friend with them to work.
6. Volunteers may take a 5-minute break to go to the washroom or to get a drink of water whenever necessary, as long as they tell a staff member where they are going.
7. Accidents involving volunteers or patrons should be reported to a supervisor immediately.
8. All summer reading table volunteers must attend a training session before they begin.

*Thank you so much for applying to be a Middle School Volunteer at the Elmhurst Public Library. We appreciate the help our volunteers give to the library, and hope that volunteering will be a good experience for you also.*

*If you have any questions or comments about the volunteer program, please contact Laura Butler (Volunteer Coordinator) or Sharon Karpiel (Head of the Kids' Library) at the library, or call us at (630) 279-8696. And again, thanks!*

# Summer Reading Table Volunteer

The Elmhurst Public Library is looking for 108 responsible, trustworthy volunteers to help us run the summer reading program, "Be Creative @ Your Library." The volunteer program runs from June 8 to August 15. Applicants must be entering grades 6 - 9 in fall 2009. Applicants (or their parents) must have a valid, unexpired EPL card.

**Volunteers will be chosen by lottery.** Applications must be turned in, in person, at the Kids' Library Help Desk by Saturday, May 2. A valid, unexpired Elmhurst Public Library card must be presented at that time. These applications will be entered into a lottery. **Lottery winners will be notified by mail, and given a time to appear at the Elmhurst Public Library on Saturday, May 16.** Those whose names are not drawn will also be notified by mail.

You can expect to receive your mailed notification on or before Monday, May 11. Please do not call the library before May 12 to ask about lottery results.

If you plan to turn in an application for a friend or neighbor, you **MUST** have with you their library card as well as your own. You must also bring their application form filled out and signed by their parent or guardian.

Volunteers work at the summer reading table one constant time slot each week, for ten weeks. Volunteers are expected to work at least seven weeks of the ten-week program. If you cannot commit to at least seven weeks of the program, please do not apply to be a volunteer.

The time slots for Monday through Friday are:

(9-11am) or (11am-1pm) or (1-3pm) or (3-5pm) or (5-7pm) or (7-9pm)

Saturdays: (9-11am) or (11am-1pm) or (1-3pm) or (3-5pm)

Sundays: (1-3pm) or (3-5pm)

We will register **three** volunteers for each two-hour time slot. Volunteers who want to work together at the summer reading table **MUST** turn in their applications together at the same time. These applications will be attached together and will be entered into and pulled from the lottery together. A maximum of three applications can be entered into the raffle together. This does not guarantee that there will be three spots together at the Summer Reading Table when you come to the library on May 16 to choose your time to work; however, it does mean that you and your friends will be in line together on May 16.

Summer reading table volunteers must attend *one training session*. The training sessions will be held on Wednesday May 27, 6:30-8:00pm, Thursday, May 28, 3:30-5:00pm, and Saturday, May 30, 10:00-11:30am. **Anyone who fails to attend a training session will be dropped from the program.** You will receive service credit for these hours.

## Summer Reading Table Substitutes

We are looking for 30 substitutes to fill in at the Summer Reading Table when other volunteers are unable to work their shifts. Applicants must be entering grades 6 - 9 in the fall of 2009.

Substitutes must attend one training session. The training sessions will be held on Wednesday May 27, 6:30-8:00pm, Thursday, May 28, 3:30-5:00pm, and Saturday, May 30, 10:00-11:30am. **Anyone who fails to attend a training session will be dropped from the program.** You will receive service credit for these hours.

**Volunteers will be chosen by lottery.** Applications must be turned in, in person, at the Kids' Library Help Desk by Saturday, May 2. A valid, unexpired Elmhurst Public Library card must be presented at that time. These applications will be entered into a lottery. **Lottery winners will be notified by phone.** Those whose names are not drawn from the lottery will be notified by mail.

You can expect to receive your notification on or before Monday, May 11. Please do not call the library before May 12 to ask about lottery results.

If you plan to turn in an application for a friend or neighbor, you **MUST** have with you their library card as well as your own. You must also bring their application form filled out and signed by their parent or guardian.

## Book Buddies

The library is looking for 45 responsible, friendly volunteers to be Book Buddies. Book Buddies are paired with a younger child in order to help that child practice their reading skills.

Book Buddies must be going into 6<sup>th</sup> - 9<sup>th</sup> grade next fall. Book Buddies work one hour each week, for seven weeks, beginning June 22<sup>nd</sup> and ending August 5<sup>th</sup>.

Time slots available for Book Buddies are: Mondays, 6:30pm-7:15pm OR Mondays, 7:30pm-8:15pm OR Wednesdays, 3:30 pm-4:15pm. Book Buddies should not miss more than 2 sessions. Caution: There will sometimes be dogs present at the two Monday evening sessions.

**Volunteers will be chosen by lottery.** Applications must be turned in, in person, at the Kids' Library Help Desk by Saturday, May 2. A valid, unexpired Elmhurst Public Library card must be presented at that time. These applications will be entered into a lottery. **Lottery winners will be notified by phone.** Those whose names are not drawn from the lottery will be notified by mail.

You can expect to receive your notification on or before Monday, May 11. Please do not call the library before May 12 to ask about lottery results.

If you plan to turn in an application for a friend or neighbor, you **MUST** have with you their library card as well as your own. You must also bring their application form filled out and signed by their parent or guardian.

## Program Assistants

The Library is looking for 15 responsible, friendly volunteers to be Program Assistants. Program Assistants will interact with kindergarten and first grade children as they practice reading skills through games and reading activities.

The time slots (for seven weeks, beginning June 23<sup>rd</sup> and ending August 6<sup>th</sup>) are Tuesdays, 11:00am-noon, or Tuesdays, 2:00 -3:00pm, or Thursdays, 11:00am-noon, or Thursdays, 1:30-2:30pm or Thursdays, 3:00-4:00pm. Program Assistants must be entering into 6<sup>th</sup> - 9<sup>th</sup> grade next fall. Program Assistants should not miss more than 2 sessions.

**Volunteers will be chosen by lottery.** Applications must be turned in, in person, at the Kids' Library Help Desk by Saturday, May 2. A valid, unexpired Elmhurst Public Library card must be presented at that time. These applications will be entered into a lottery. **Lottery winners will be notified by phone.** Those whose names are not drawn from the lottery will be notified by mail.

You can expect to receive your notification on or before Monday, May 11. Please do not call the library before May 12 to ask about lottery results.

If you plan to turn in an application for a friend or neighbor, you **MUST** have with you their library card as well as your own. You must also bring their application form filled out and signed by their parent or guardian.

## General Assistants

The library is also looking for 12 volunteers to perform routine chores in the Kids' Library, such as sorting or cleaning books. General Assistants work one hour per week for eight weeks, June 22 to August 16. We will register two volunteers for each day of the week, Monday through Saturday. Volunteers may choose what time of the day they work. General Assistants must be entering grades 6 - 9 in the fall.

**Volunteers will be chosen by lottery.** Applications must be turned in, in person, at the Kids' Library Help Desk by Saturday, May 2. A valid, unexpired Elmhurst Public Library card must be presented at that time. These applications will be entered into a lottery. **Lottery winners will be notified by phone.** Those whose names are not drawn from the lottery will be notified by mail.

You can expect to receive your notification on or before Monday, May 11. Please do not call the library before May 12 to ask about lottery results.

If you plan to turn in an application for a friend or neighbor, you **MUST** have with you their library card as well as your own. You must also bring their application form filled out and signed by their parent or guardian.

*Thank you for your interest in the Elmhurst Public Library.  
Let's make this summer fun for everyone!*