



***Thank you for your interest in volunteering
at Long Hill Public Library.***

*Please read through this **Informational Packet**.*

To volunteer, fill out the Volunteer Application and (if you are under 18) have your parent/guardian complete the Volunteer Permission Slip, and return the form(s) to the library. We will contact you to discuss volunteer possibilities!

Long Hill Township Library Volunteer Opportunities

Volunteers are essential to the success of Long Hill Township Library! Some of the volunteer opportunities that are available include:

Shelf reading. This task is great for a detail-oriented person. It can be done for short periods of time. You will choose an area of the stacks (we may request that you work in a specific area if we've noticed problems), walk through the stacks, read shelves and straighten things. (Sometimes books get pushed back on a shelf, or pulled forward. Sometimes there isn't a book-end at the end of a shelf, so books are falling over. If the shelves are straightened and dusted on a regular basis, it makes the whole library collection look a lot better.)

"Reading the shelves" means that you scan the shelves to make sure items are in the proper order (and in their proper place). If you find items that are mis-shelved or disorganized, you will fix them. In some cases you will notice that the shelves are too full, so this may involve "shifting" the collection to ensure easier access for all.

The shelf-reading binder behind the front desk is where we keep a record of which shelving areas have been read and how recently. Check the binder to find out where the last person left off, then be sure to mark the areas that you shelf-read during your volunteer session when you are done.

Shifting shelves. Some of our shelves are too empty, and some are full. If you look at a range of shelves and you see two or three shelves that are crammed so tightly that no other books can fit on the shelves, shift some of the items to other shelves (being careful to maintain call number order). This makes things much easier both for shelvees and for people who are looking for books.

Interlibrary loan help. We need assistance in packing and unpacking library materials that are going to and coming from other libraries. This task needs to be done primarily in the mornings.

Collection maintenance. This includes tasks such as cleaning DVDs, pulling items from the New shelves that are no longer new, shifting magazines and newspapers, and shelving items if our library pages are not here.

Searching for books and other items – We sometimes need help searching the stacks for books that we couldn't find, or books that people say that they returned that might not have been checked in properly. We also rely on volunteers to pull "dusty books" from the stacks.

Housekeeping. Dusting shelves, watering plants, dusting tabletops, picking up detritus from the floor, pushing in chairs and more.

Homework help. Younger kids might need help with some of their homework assignments. Can you help?

Children's Room Desk

We are looking for volunteers to work at the Children's Room Desk between 3 and 6 every weekday. Volunteers would answer the phone, register children for events, and help library patrons by answering basic questions (like "where are the computers" and "where are the easy readers,"). You would refer library patrons to a staff member when a question comes up that you don't know the answer to.

Program preparation

Volunteers are sometimes needed to help prepare for children's programs (by cutting out and coloring things, or setting up chairs and tables, or making reminder calls the day before an event). We also often need help making and folding copies of library brochures and promotional materials. The signboard in the lobby also needs to be changed on a regular basis.



Long Hill Township Library Volunteer Guidelines



Set up a schedule of when you plan to volunteer with Mrs. Wagner. We ask that you volunteer at least 1 hour per week.

If you will be late or absent, please call Mrs. Wagner (908-647-2088 ext. 409) or Ms. Martin (ext. 411) as soon as possible.

If you would like to come in when you are not scheduled, please call us first.

Keep accurate records of your volunteer hours.

- When you arrive for your shift as a volunteer, sign in on your timesheet.
- Have a library staff member initial your timesheet when you sign in. (Look for Mrs. Wagner or Ms. Martin, or ask the person working at the front desk.)
- Have a library staff member initial your timesheet when you sign out.

Always sign in on your timesheet, and alert a library staff member that you are here, when you arrive.

Wear your Volunteer badge when you are working.

Volunteers represent the library! Please display your best behavior. If someone asks you a question you can't answer, walk with them to the circ desk or the reference desk and ask a staff member for help.

Volunteers are asked to dress appropriately.

- Jeans are acceptable, but low rider pants that expose your stomach or back, ragged or holey jeans, or cutoffs are not appropriate while volunteering.
- Bare midriffs, strapless tank tops, and short shorts are not appropriate while volunteering.
- Closed-toe shoes are required to protect against injury from dropped books.

When you leave, sign out on your timesheet and alert a library staff member that you are leaving.

CONTACT US!

Thank you for volunteering at Long Hill Township Library!

Questions? Concerns? Contact Ms. Martin, the Library Director, at director@longhilllibrary.org or Mrs. Wagner, the Circulation Supervisor, at clarissa.wagner@mainlib.org, or call the library at 908-647-2088 (Mrs. Wagner, extension 409; Ms. Martin, extension 411).



Long Hill Township Library Volunteer Application

Long Hill Township Library • 917 Valley Road • Gillette, NJ 07933 908-647-2088

TODAY'S DATE: _____

NAME:	PHONE:
ADDRESS:	E-MAIL:
YEAR OF BIRTH (if under 18):	GRADE (if in school):

AVAILABILITY TO VOLUNTEER:

Please let us know when you would be available to volunteer (check all that apply):

____ Weekly ____ Monthly ____ One Time Project/Event ____ Summer

Please tell us the hour(s) during the day/evening when you can come in to volunteer (example: 3 – 5 on Monday afternoon). Note: If you would like to volunteer on Saturday, you must first volunteer during the week for a period of time so we can ensure you're properly trained.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

YOUR HOBBIES/INTERESTS (circle all that apply):

Working with children

Working with computers

Arts and crafts projects

Filing and organizing

Working with senior citizens

Working with books

What other special skills or interests do you have?

Can you locate information in the library's catalog? YES NO

Do you enjoy reading for pleasure? YES NO

Are you interested in helping people learn how to use computers to find things? YES NO

If you are a teen, would you be interested in joining a Teen Advisory Group to help the library meet the needs of Long Hill Township teens? YES NO

THANK YOU!

Thank you for your interest in volunteering at the Long Hill Township Library. We will contact you to discuss your interest. We look forward to seeing you at the library!



Long Hill Township Library
Volunteer Permission Slip
(must be filled out if volunteer is under 18 years old)



PLEASE PRINT:

Volunteer's Name _____

Date of Birth: _____

Street Address: _____

City: _____

Phone (circle one): Home Cell _____

E-mail: _____

CONTACT IN CASE OF EMERGENCY:

NAME	RELATIONSHIP	HOME PHONE	WORK or CELL

PARENTAL PERMISSION

My son/daughter/ward _____ has my permission to participate in the volunteer program at Long Hill Township Library. I am aware of my child's volunteer schedule, possible volunteer job duties, and expected rules of behavior and am in accordance with them.

Signature of parent/guardian

Date