



Thank you for your interest in volunteering at the Wanaque Public Library! We currently accept volunteer applications from teens who are in grades 9-12.

We are a small library, so we can't always accommodate all of the students who wish to volunteer. If you're turning in your application during the school year and you don't hear from us within a week, please check back with us in May. There are a lot of opportunities for teens to volunteer during the Summer Reading Program.

Teen volunteers at Wanaque Public Library play an important role, helping with tasks such as:

- collection management (such as shelving items, shelf-reading, sanitizing toys in children's area)
- building maintenance (including dusting shelves, straightening books on the shelves)
- preparing materials for craft and other programs
- helping to set up and clean up after library programs
- assisting patrons during library programs (under the guidance of library staff)

All volunteers are expected to:

- Set up a schedule of times when you commit to be at the library to volunteer.
- Arrive on time for shifts, and stay until the end of shifts. Check in with a library staff member when you sign in at the beginning of the shift and when you sign out at the end of your shift.
- If you cannot make your scheduled shift, we expect you to contact us as soon as possible to let us know.
- Dress appropriately for the library (no holey jeans, no shirts with offensive logos, etc)
- Be friendly and courteous towards library staff, other volunteers and library users.
- Ask questions if you are not sure whether you understand how to do something.

If you have any questions please contact Mary Martin, our library director, at martin@wanaquelibrary.org or 973-839-4434. Once again, thank you for your interest in volunteering!



Volunteer Application

Thank you for your interest in volunteering your time at Wanaque Public Library. Please fill out this volunteer interest form and we will contact you.

Today's date: _____

Your name: _____

Age (if under 18 years old): _____

Street address: _____

Phone: _____ (CELL or HOME)

Email address: _____

Best way(s) to reach you: PHONE CALL TEXT MSG EMAIL

Availability: the days of the week and times of day when you are available to volunteer.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Morning (10 - 12)						
Afternoon (1 - 3)						
Afternoon (after school)						n/a
Evening (anytime btwn 5 and 7:30 pm)	n/a				n/a	n/a

Why are you interested in volunteering at the library? _____

(continue onto back if necessary)

I have read the expectations of volunteers at Wanaque Public Library and I agree to abide by them.

Your signature: _____

Your parent's signature (if you are under 18): _____

Parent's phone number: _____

Parent's email address: _____

*Please return this completed form to us in person at
 Wanaque Library, 616 Ringwood Ave, or via email at wanaquelibrary@gmail.com.*