The Library Company of Burlington
23 West Union Street
Burlington, NJ 08016
(609)386-1273

BURLINGTON BOOKENDS

TEEN VOLUNTEER AGREEMENT

The Library Company of Burlington has developed a program for area teens to volunteer with activities and events at the Library. Teen Volunteers are positive examples for younger patrons and encourage library usage and a love of reading. Service hours will be recorded and a Record of your Service Hours will be provided on letterhead.

Before beginning their service to the community, Student/Youth Volunteers must sign the Student/Youth Volunteer Agreement.

As a Teen Volunteer at The Library Company of Burlington, I agree to the following:

1. I will arrive at the library at the assigned time for specific activities and events. If I am unable to do this, I will call notify Mrs. Bhuiyan by email (bhuiyann@yahoo.com) or call (267)304-9611 and notify staff. If at all possible, I will do this at least 24 hours before I am scheduled to arrive.
2. I will remain at my post until my time slot has ended. If I am unable to do this, I will speak with the librarian on duty.
3. I will perform my duties as assigned. If I have questions about what I am to do, I will ask the supervisor.
4. I will refer patrons to the supervisor on duty when questions arise that are not directly related to my assignment.
5. I will be courteous and respectful of the library patrons, staff, and other volunteers.
6. I will not text or use my cell phone without permission while on duty.
7. I will not bring food or drink into the library, with the exception of water bottles with caps.
8. I will wear a volunteer nametag while I am working.
9. I will wear appropriate attire.
10. I will focus on my assignment while I am working. I will keep socializing to a minimum.

___________________________________________ Date ______________________

Print Name

___________________________________________

Signature