

Adopt-A-Shelf



What is Adopt-A-Shelf?

1. A volunteer adopts a section of shelves to maintain on a regular basis. (More than one section can be adopted by a volunteer.)
2. It can take up to 30 minutes per section approximately every two weeks to maintain the shelves, depending on the section adopted.
3. Hours are flexible and the work can be completed anytime during library business hours.
4. Training sessions will be offered several times per year.

Responsibilities:

- Maintain your section by keeping it in numerical and/or alphabetical order.
- We ask that you volunteer approximately every 2 weeks at your convenience.
- Record each volunteer visit in the Adopt-A-Shelf folder.
- Please keep a record of your hours for your own information.
- Going on Vacation? Just let us know. Call Jeanette Shelley at 201-592-3615 Ext. 4001

If you are interested in becoming an Adopt-A-Shelf volunteer, please fill out the Volunteer Application on the reverse side of this form and leave it at the Circulation desk.

In addition, please indicate the times you are available to attend a training session:

Weekday Morning	
Weekday Afternoon	
Tuesday Evening	
Saturday Morning	

An Adopt-A-Shelf coordinator will contact you.

Fort Lee Public Library
320 Main Street, Fort Lee, New Jersey 07024
<http://fortlee.bccls.org>

ADULT LIBRARY VOLUNTEER PROCEDURE and APPLICATION

1. Volunteer opportunities are open to Fort Lee Library cardholders.
2. The schedule of volunteer work hours is dependent upon the availability of work needs and supervisory and training time available.
3. Volunteers sign up for specific dates and times so that the library staff knows when to expect them and can plan to provide adequate coverage for programs and ongoing tasks. Inform your supervisor if you are going to be absent or late. Call Jeanette Shelley at 201-592-3615, Ext. 4001 or email jeanette.shelley@fortlee.bccls.org
4. Volunteers should record their hours by signing in and out at the Volunteer clipboard located in the Circulation area.
5. Volunteer activities may require attendance at one or more training sessions based on the work.
6. Some volunteer activities require a regular ongoing time commitment; others are for specific library programs or short-term projects.
7. Volunteers represent the Library and must present a positive image to the public. Dress and grooming should be appropriate to a business environment and in keeping with the work assignment. Volunteers must keep cell phones and devices silent and out of sight during their work assignment; may not eat on the job; and must keep personal conversations brief and appropriate for a business environment.
8. Wear a volunteer badge during work sessions.
9. Volunteers will accept the guidance and decisions of their supervisor.
10. Volunteers agree that the Library may at any time, for whatever reason, terminate the volunteer's relationship with the library, or make changes in the nature of their assignment.

I agree to abide by the Fort Lee Public Library volunteer procedure and the Fort Lee Public Library Code of Conduct.

Name _____ Fort Lee Library Card # 29117 _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: () _____ Email: _____

Are you over the age of 18? Yes _____ No _____

Have you ever worked in a volunteer position in a library or anywhere else? If use, please list your position/duties: _____

References: (Please provide two references)

1. Name: _____ Personal Reference: _____ Professional Reference _____

Telephone: () _____ Email: _____

2. Name: _____ Personal Reference: _____ Professional Reference _____

Telephone: () _____ Email: _____

Volunteer applicant Signature _____ Date: _____