

## [Volunteering at the Teinert Memorial Library](#)

The Teinert Memorial Library welcomes members of the community to volunteer their time. They may assist with tasks in the library, special projects, and events held outside of the library. Volunteering is a wonderful way to support the community while joining in on the fun events, get an idea of what it is like to work in a library, and to get to know the library better.

### **Who can volunteer?**

Adults 18 years and older can volunteer at the Teinert Memorial Library. Youth can volunteer if they are 14 years old, with parent or guardian permission. If you are interested in helping at the library, we are interested in you! Please understand that the library does not accept court-appointed volunteers and the library is under no obligation to accept all volunteer applicants. Volunteers will be selected based on their application, interview, and library needs.

Please note that the library cannot accommodate “drop-in” volunteers. Volunteering requires a schedule, supervision and preparation of assignments and may not fit in with the library’s schedule on any given day. Neither can the library ever guarantee providing a certain number of hours to a volunteer – it just depends on the schedule and library needs.

### **What do volunteers do?**

The Teinert Memorial Library exists to serve area citizens and provide excellent customer service. Volunteers are expected to follow the same standards set forth by the Library Board. Duties assigned to a volunteer may include any of the following:

- Filing library materials and shelf reading
- Assisting with program activities and crafts
- Data entry using the library’s record management system
- Assisting patrons locating materials
- Dusting shelves and other cleaning
- Assistance with public computers, printing and copy needs
- Other duties as assigned

### **Why Volunteer**

The community needs volunteers to keep Teinert Memorial Library open and available for patrons. Plus, there is a lot that goes on behind the scenes at a library, and you can be a part of the operation. You may need volunteer hours for a school or church or club program. If you apply for a job, you will want to refer to any past volunteer work – most employers value volunteer work. At your request you can receive a certificate recognizing your contribution to the community, with your name and number of volunteer hours completed.

### **Library Information**

Teinert Memorial Library, 337 N. Dalton St @ Highway 95, P.O. Box 12, Bartlett, Texas 76511

Email: [Library@bartlett-tx.us](mailto:Library@bartlett-tx.us)

Phone: 254.527.4308

# Volunteer Application Form

## Teinert Memorial Library, City of Bartlett

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Tell us why you want to be a volunteer:

List any skills, talents, past work, or volunteer experience that qualifies you to be a library volunteer:

Please indicate availability below by writing the hours you can work each day and if you will commit to a set day and time either weekly, semi-monthly, or monthly. Also, please list dates or special times when you are not available (church, work, class, etc.) here: \_\_\_\_\_

*(Current library hours of operation noted below are subject to change)*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Library open 8:30-11:30 and 3:30-6:30	Library open 8:30-11:30	Library open 10-2:00			

## Volunteer Agreement:

If I am selected as a volunteer, I agree to the following:

- I will regard my assignment as a serious commitment. I understand that my volunteer work will take my full attention.
- I will be on time or will call the designated Library Board member if unable to come when scheduled.
- I will dress neatly and appropriately, understanding that I am a representative of the Teinert Memorial Library.
- I will not change the rules or make exceptions for anyone. If there is a question or problem, I will promptly seek assistance from a Library Board member.
- I will complete all the assignments to the best of my abilities. I will ask a Library Board member if I have any questions about how to do my work.
- I will follow all the policies & procedures of the Teinert Memorial Library. *(Available on the library website)*
- I will maintain confidentiality of all information and all records, as required by Texas state law.
- I understand that unexplained or excessive absenteeism or failure to follow these guidelines could result in dismissal.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**If the volunteer applicant is a minor, parent or legal guardian must also complete this section:**

Name of Parent or Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_  
and give permission for him/her to volunteer at the Teinert Memorial Library.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_