



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

VOLUNTEER AT TEINERT MEMORIAL LIBRARY

Teinert Memorial Library welcomes members of the community to volunteer their time.

Volunteers may assist with various tasks in the library, special projects, or events held outside of the library.

Who can volunteer?

Adults 18 years and older can volunteer at Teinert Memorial Library. Youth can volunteer if they are 14 years old, with parent or guardian permission. Volunteering requires a schedule, supervision, and preparation of assignments that may not fit with the library's schedule on any given day. The number of hours provided for a volunteer is dependent on the schedule and library needs, therefore the library cannot guarantee a certain number of volunteer hours.

If you are interested in helping at the library, we are interested in you! Please note the library cannot accommodate "drop in" volunteers. Please also understand 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.

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 in locating materials
- Dusting shelves and other light cleaning
- Assistance with public computers, printing and copy needs
- Other duties as assigned

Why volunteer?

Volunteering is a wonderful way to serve the community, and Teinert Memorial Library needs volunteers to keep the library open and available to patrons. As a volunteer, you can be an essential part of the operation while joining in on the fun events. You will get to observe what it is like to work in a library, become more familiar with the library, and may use volunteer hours towards a school, church, or club program. Also, most employers value volunteer work and you will be able to refer to this volunteer experience on future job applications.

Contact us by email at TMLlibrary@Bartlett-tx.us or phone at (254) 527-4308



Volunteer Application Form

Teinert Memorial Library, City of Bartlett

Applicant Name: _____ Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

By providing the Emergency Contact information below, you grant Teinert Memorial Library the ability to contact the person listed:

Emergency Contact Name: _____

Relationship: _____ Phone: _____

Describe why you want to volunteer:

List any skills, talents, past work, or volunteer experience relevant to your application:

Please list your availability, including available (1) days of the week, (2) hours of the day or time of day (morning, afternoon, evening), and (3) frequency of volunteer commitment (weekly, semi-monthly, or monthly): _____

Skills and Talents (please circle all that apply to you):

Afterschool programming	Gardening	Outreach	Senior activities	Tax preparation	Other (list below):
Crafting	General cleaning	Photography	Shelf-reading	Technology	
Customer service	Grant writing	Processing materials	Shelving materials	Training	
Data entry	Inventory	Program development	Special event planning	Tutoring	
Early Childhood activities	Organizing donations	Public speaking	Summer reading	Youth activities	

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Volunteer Agreement

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

- I will regard my assignment as a serious commitment and understand that my volunteer work will take my full attention.
- I will be on time or will call the Library Coordinator 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 the designated library staff/volunteer.
- I will complete all the assignments to the best of my abilities. If there are any questions about how to do my work, I will promptly seek assistance from the designated library staff/volunteer.
- I will put safety first in all activities, acting with care and diligence.
- I will maintain confidentiality of all information and records, as required by Texas state law.
- I will behave honestly, with public integrity, and interact with all staff, volunteers, and patrons with respect and professional communication, following all policies & procedures of the Teinert Memorial Library, as set by the TML Board and Bartlett City Council.
- 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:** _____