

*CORBIT-CALLOWAY MEMORIAL LIBRARY*

POB 128, 115 High Street

Odessa, DE 19730

302-378-8838

Application for Volunteer Service

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Parent's name \_\_\_\_\_

Age \_\_\_\_\_ Birthday \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Special interests \_\_\_\_\_

\_\_\_\_\_

What days and times are you available?

\_\_\_\_\_

\_\_\_\_\_

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*"Home of the A. Leslie Calloway DelMarVa Collection"*

115 High Street—POB 128

Odessa, DE 19730

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[www.corbitlibrary.org](http://www.corbitlibrary.org)

**Volunteer Policies**

- 1. Volunteers are accepted at the Corbit-Calloway Memorial Library when they are 15 years of age or older. Younger persons may volunteer if a parent agrees to accompany them for the full length of their volunteered time (usually 2 hours).**
- 2. Volunteers must schedule their time before they arrive and call the library if they become unavailable.**
- 3. If there are currently no jobs for volunteers, your name will be kept on file for special events.**
- 4. Volunteers must not answer the phone, use the staff computers, or lounge behind the front desk. Time behind the front desk is limited to when asked by staff.**
- 5. Volunteers may not take food or drink beyond the office.**
- 6. Use of computers is limited to non-volunteer time.**
- 8. Proper behavior is expected at all times. Be courteous to patrons.**

**Some examples of tasks for Junior Volunteers:**

**Pull Holds**

**Empty Book Drop**

**Read and Straighten Juvenile Book Shelves**

**Other Tasks as Assigned by Staff**

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**Volunteer Signature & Date**