

*IF YOU HAVE PREVIOUSLY VOLUNTEERED DURING
A DIFFERENT SESSION, JUST RETURN THIS APPLICATION
WITH YOUR NAME, GRADE, AND ANY UPDATED CONTACT INFO

Teen Volunteer Application 2023-2024



- Return application in person or to volunteerOBPL@oak-brook.org
- Volunteer positions are open to students in **8th-12th grades**.
- See reverse for scheduling and more details.
- The application also includes a short quiz. There are a limited number of volunteer spots.

Your Information

Name _____

Grade (current, or, if summer, grade in Fall) _____ School _____

Address _____ Phone _____

E-Mail (not a school e-mail) _____

Please describe your previous volunteering or work experience _____

Why would you like to volunteer at the library? _____

Number of hours needed _____ Organization or Extracurricular (i.e. NHS) _____

Emergency Contact Information:

Name _____ Relationship _____

Phone _____ Alt Phone _____ E-Mail _____

Schedule and Sign-Ups

VOLUNTEER SESSION

August 28 – January 5 (Fall Session)

January 8 – May 31 (Spring Session)

June 3 – August (Summer Session)

SIGN-UP OPEN

Monday, August 14, 2023

Monday, December 11, 2023

Monday, May 20, 2024

You will receive an e-mail confirming your application and for the sign-up link for the current session. Before the next sign-up is open, you'll be asked to confirm via e-mail if you'd like to enroll in the next session. All sign-ups are done through the website SignUp Genius. If you do not receive an e-mail, check your spam or junk folder. If you still have not received an e-mail by the "Sign-Up Open" dates above, call 630-368-7700 or e-mail volunteerOBPL@oak-brook.org.

Important Rules and Reminders

- **Only sign up for shifts you know you will attend. If you must cancel, you must contact the library at 630-368-7700 or volunteerOBPL@oak-brook.org as soon as possible.** If you fail to attend a shift you've signed up for, you may be dropped from the program.
- Dress appropriately as though you were going to a part-time job: neatly, wearing clothes and shoes suitable for bending, stretching, or lifting.
- You represent the library while volunteering. Be courteous, professional, and friendly.
- Be attentive during your shifts. Visits from friends and family, texting and phone calls, etc. is not allowed.
- You will check in and check out each shift. **Always inform a staff member when you arrive and when you leave.**

Volunteer Signature

I agree to the above rules and understand it is my responsibility to be present for my scheduled shifts and to promptly inform library staff of any changes in my schedule.

Signature _____ Date _____

Parent/Guardian Signature

My child has permission to volunteer at the Oak Brook Public Library. I understand that it is my child's responsibility to be on time and to contact the library to reschedule. I understand my child may be required to use the internet and/or interact with the library collection during volunteering.

Signature _____ Date _____

****Please include any food allergies or other special accommodations in the space below****

Alphabetization and Sorting Quiz

(See reverse for sorting rules)



Sort the following titles alphabetically (write the numbers 1-6 next to the books titles).

How I Saved the World _____

Next Big Idea _____

The New Kids on the Block _____

Interior Chinatown _____

Foolish Games _____

One More Day on Earth _____

Sort the following titles alphabetically (write the numbers 1-6 next to the books titles).

The Red Palace _____

Encyclopedia Brown Saves the Day _____

6 Dots: A Story of Young Louis Braille _____

Any Time Yoga _____

Anyone Can Play Guitar _____

A Walk in the Park _____

Sort the following authors alphabetically (write the numbers 1-6 next to the names).

Elliott, T.S. _____

Eliot, Robert _____

Robert, Kendra _____

Hutchinson, Kortney _____

Eliot, Thomas _____

George, Elizabeth _____

Re-order the following titles correctly:

- 500 Days of Summer*
- Two for the Money*
- Numb3rs (Season 3)*
- 12 Angry Men*
- 20,000 Leagues Under the Sea*

1 _____

2 _____

3 _____

4 _____

5 _____

Re-order the following authors correctly:

- O'Shaughnessy, Merlyn
- McIntyre, Siobhan
- Macintosh, Flynn
- Flynn, Vince
- Orwell, George

1 _____

2 _____

3 _____

4 _____

5 _____

OBPL Shelving Rules

- Sort by exact text on call number label.
- Sort authors with the same last name by their first name, then by title.
- The articles *A(n)* and *the* are ignored when at the beginning of a title.
- Generally we follow a word-by-word system in order to keep headings together. This is also known as “nothing before something.” Spaces count as “nothing” and always precede letters.

New Kids on the Block

New Life

Newest and Coolest Dinosaurs

News at Nine

News of the World

The Newsman

Newspaper Boy

- Apostrophes and commas are ignored. Hyphenated words are treated as though they have a space.
- Prefixes in words such as *O’Shea*, *D’Antonio*, *L’Avventura* are treated as one word and the apostrophe is ignored.
- Numerals precede letters. Numbers are sorted in numerical order. Suffixes following ordinal numbers are ignored. Numbers which are spelled out are sorted alphabetically.
- Acronyms are treated as words and sorted word-by-word.
- Personal initials are sorted letter-by-letter unlike acronyms.
- Special Case: The abbreviation *Dr.* and the word *Doctor* are both treated as the word *Doctor*. *Doc* is not and comes before *Doctor* or *Dr.*
- Books within a series are sorted by title (not in series order) **unless**
 - The book spine itself indicates the number in the series (e.g Harry Potter)
 - If the series title is noted on the spine, sort first by author, then series title, then series order
 - The call number label shows Book 1, etc.
 - The Janet Evanovich numbered *Stephanie Plum* series is sorted by the number in the title