



**\*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 Summer 2023

Return application in person or to [volunteerOBPL@oak-brook.org](mailto:volunteerOBPL@oak-brook.org)  
Volunteer positions are open to students in **8<sup>th</sup>-12<sup>th</sup> grades**.  
Service window runs from **June 12<sup>th</sup> through August 18<sup>th</sup>** (see reverse for scheduling details).

Application includes a questionnaire and a short quiz. There are a limited number of volunteer spots.

## Your Information

Name \_\_\_\_\_ Grade in Fall 2023 \_\_\_\_\_

Address \_\_\_\_\_ School \_\_\_\_\_

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 \_\_\_\_\_

[volunteerOBPL@oak-brook.org](mailto:volunteerOBPL@oak-brook.org) 630-368-7700

## Schedule and Sign-Ups

You will receive an e-mail no later than Tuesday, May 30<sup>th</sup> with a link to the calendar on SignUp Genius. Here, you'll sign up for your desired shifts. You may sign up for all of your desired shifts at once or sign up throughout the session. If you do not receive an e-mail, check your spam or junk folder. If you still have not received an e-mail by May 31<sup>st</sup>, call 630-368-7700 or e-mail [volunteerOBPL@oak-brook.org](mailto:volunteerOBPL@oak-brook.org).

## Important Rules and Reminders

- Volunteering is a great way to earn work experience. We will write letters of recommendation for jobs or scholarships if requested. Make sure your time here is worth putting on your resume.
- **Only sign up for shifts you know you will attend. If you have to cancel, you must call the library at 630-368-7700 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 \_\_\_\_\_

Interested in helping out beyond your scheduled shifts for programs or special projects?      YES      NO

## 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, present, and attentive during scheduled hours. They are required to call the library to reschedule. I understand my child may be required to use the internet during volunteering.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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# 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