

## NORTH STAR LIBRARY VOLUNTEERS SIGN-UP FORM

*(Share your excitement for books with our students)*

Welcome to the 2012-2013 school year. The North Star Library is recruiting volunteers to help run the library. The library will open this year in early October. The majority of the routine work in the library is handled by volunteers.

Volunteers in the library are responsible for

- Checking books in and out
- Shelving books
- Assisting children with finding books
- Processing new books
- Read the featured book if the classroom teacher requests a read aloud

**No experience is necessary.** All volunteers receive hands-on training. If you would like to volunteer in the library for at least ½ hour each week, please complete the form below. If we have enough volunteers we will schedule two volunteers per shift. It is important to note that this is a weekly commitment, and your dedication is imperative. If flexibility is an issue, please sign up as a substitute. As parents, we know that illnesses arise, as well as other situations that result in absences. Therefore, substitutes play an important role in the library's daily functioning. Once we receive your sign-up form, you will be contacted by the Library Clerk to confirm your scheduled time.

**There will be an Orientation Coffee held on Monday September 24<sup>th</sup> 10am.** Please join us to become acquainted with the library system. Children are welcome at this coffee. If you have any questions, please call Barbara Weinstein, Library Clerk 218-728-9556 or email Barbara at [barbara.weinstein@duluth.edisonlearning.com](mailto:barbara.weinstein@duluth.edisonlearning.com)

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I want to:  volunteer weekly  time share (i.e., every other week)  be a substitute (Please note your contact information will be part of a substitute list that will be shared with other volunteers. Volunteers will call you to request you fill in for their time when they need to be absent)

Time:  during my child's library period (we will let you know the time once the schedule is set)

some other time (please specify day(s) and time(s): \_\_\_\_\_

Time sharing:  My partner is \_\_\_\_\_ Phone #: \_\_\_\_\_

Please find a partner for me.

I am available for specific jobs as needed:

special library activities  book-mending  preparing books for circulation

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

| Child(ren) | Teacher(s) | Room Number(s) |
|------------|------------|----------------|
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|            |            |                |
|            |            |                |

Please return this sheet to the school (Attention: Library) as soon as possible.

This will enable the Library Clerk to organize the volunteer schedule in time to open the library on October 1st