



TAG (Teen Advisory Group)

TAG, or the “Teen Advisory Group,” offers an opportunity for students in grades six through twelve to learn library tasks, perform meaningful volunteer work, and enjoy age-appropriate activities such as book discussions under the supervision of the Youth Services Librarian.

- It is important that TAG library volunteers complete their assigned tasks in a timely manner with attention to detail.
- Your schedule as a volunteer is flexible, but please tell us ahead of time if you can't attend as scheduled.
- Please remember that while you are volunteering, it is not social time, but work time. Be considerate of library visitors who are studying and working by being quiet.
- As a library volunteer, you do not have the authority to interact with library visitors on behalf of the library. If you see a problem, or if a library visitor asks for you for assistance finding library materials, bring this to the attention of the library staff rather than trying to handle it yourself.
- Library volunteering is real work, and you are learning valuable, real-world skills. Youth volunteers may request a personal reference from the librarian for the purpose of filling out job or college applications.

Teen Volunteer Information Sheet TAG

Your name: _____ phone: _____

Your email: _____

Your age, grade & name of school: _____

Parent 1 Name: _____ phone: _____

Parent 2 Name: _____ phone: _____

The library is open 9 am – 8 pm Monday through Friday, and 9 am – 6 pm. Friday and Saturday. We would like to have you volunteer anywhere from 1 to 3 hours per week. During any of these times, when do you prefer to volunteer?

What sort of tasks or previous volunteer experience do you have?

Teen Volunteer Duties

1. **When you arrive:**

- Sign IN on the volunteer form
- Go see Mrs. Nieman to let her know you are here and find out what tasks need to be done.

2. **Time to work!**

- Now it's time to move on to the tasks you were given by Mrs. Nieman today. If you are not sure how to do the job, please ask. Your tasks will get more challenging as you gain volunteer experience.

3. **Time to go!**

- Go see Mrs. Nieman to let her know you are finished.
- Sign OUT on the volunteer form

Important to remember:



- When you are working, please do not socialize with friends, talk loudly, or play music on your phone. This is not professional behavior.
- If you can't make it to the library as scheduled, please call 885-6776 and let Mrs. Nieman know.

Rules for teen volunteers

Carlsbad Public Library

1. Your volunteer tasks will be assigned to you by the youth services librarian. Tasks may include preparing craft materials for children, cleaning or organizing, assisting with summer youth programs, shelving books or shelf-reading (after being trained), and other duties that are available.
2. Make a good effort to complete your task. If you do not understand what to do, please ask.
3. While volunteering, do not socialize with friends. Cell phones should be silent.
4. Have a professional attitude.
5. Attendance is your responsibility. If you can't attend as planned or will be late, please call the library at 885-6776 to inform the library staff.
6. The librarian may withdraw your volunteer hours if the above criteria are not met.

If this is acceptable to you, please sign below.

* * * * *

I understand and agree to follow the teen volunteer policy.

Signed: _____ Date _____

Parent signature (if student under 18) _____ Date _____

Youth Services Librarian: _____ Date _____