



So, you wanna volunteer at Thomas Crane Public Library in Quincy! But what does that entail, and what is a library—a place where books are stored? Libraries today are so much more than that. Yes, they have books, but they are community hubs as well! At TCPL, we take pride in the rich history of our city, and we aim to provide a wide range of collections, programs, and services to serve all members of our community—all for free. Our mission is to serve equitably, to embrace our community, and to offer education, entertainment, and access to all.

As a teen volunteer, there are a couple ways you can help us support our mission!

Shelving

All of our libraries have diverse collections of books, movies, and more for people of all ages. We lend a wide range of materials to Quincy residents, other members of Old Colony Library Network, and beyond. With materials constantly going out and coming back in, you will play a crucial role in helping us put items back on the shelves so they can be enjoyed by other patrons.

Shelving requires strong attention to detail, strong alphabetization skills, and the ability to learn the Dewey Decimal system, as well as library-specific collection labels. Main library shelvees will be assigned to specific areas, such as the children’s room, while branch shelvees will shelve in the library at large. Shelvees report to their site supervisor.

Teen Advisory Board

Teen Advisory Board (TAB) is a monthly meeting where teen members have the opportunity to suggest and help plan upcoming teen programs and services. TAB members may also help with things like book displays, book lists, and other special projects as assigned. This is a great opportunity to influence what happens at the library, and to have a program for teens, by teens! TAB members get volunteer credit for attending TAB, as well as other library events for teens. TAB members report to the respective teen librarian.

Library Locations & Volunteer Hours

Please note that not all locations are open at the same hours. If your application is accepted, your site supervisor will coordinate your schedule with you, based on your availability and the library’s needs. Teen Advisory Board runs monthly throughout the school year on a set schedule. For complete library hours, visit thomascranelibrary.org/locations.

<p>Main Library 40 Washington Street (617) 376-1300</p>	<p>Adams Shore 519 Sea Street (617) 376-1300 x7</p>	<p>North Quincy 381 Hancock Street (617) 376-1300 x8</p>	<p>Wollaston 41 Beale Street (617) 376-1300 x9</p>
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Expectations for Applicants

- Volunteer hours are subject to availability. Filling out and turning in this form does not guarantee a volunteer position, nor does it guarantee the number of specified needed hours.
- Teens, not their parents, must be the ones to fill out and turn in this form.
- Bring the completed form to the location where you wish to volunteer.

Expectations for Volunteers

- Shelvees will commit to a regular schedule within a set window of time, as determined by their supervisor. TAB members will commit to attending monthly TAB meetings through the remainder of the school year.
- Shelvees should contact their supervisor when they can’t make a shift. TAB members should contact the respective teen librarian when they have to miss a TAB meeting.
- All teen volunteers should be comfortable asking for help when needed.
- Have fun! The library is a fun and rewarding place to volunteer.



THOMAS CRANE PUBLIC LIBRARY

Teen Volunteer Application

All prospective teen volunteers, in grades 8-12 and under the age of 18, must complete the following application in its entirety. Returning teen volunteers must resubmit this application at the start of each new school year. For a complete list of volunteer opportunities and expectations, see the front of this form.

First Name: _____ **Last Name:** _____

School: _____ **Grade:** _____ **Age:** _____

Email: _____ **Phone:** _____

Volunteer Hours Needed: _____ **Date Hours Needed By (MM/YY):** _____

Languages You Read: _____ **Languages You Speak:** _____

School Year Availability (if available, write the time range you are available on a listed day—e.g. You could write 3-4 pm in a square or 5-9 pm in a square):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Summer Availability (if available, write the time range you are available on a listed day—e.g. You could write 3-4 pm in a square or 5-9 pm in a square):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Volunteer Opportunities – Check the Options(s) You Are Interested In

A full description of volunteer options and expectations can be found on the back of this form.

- Shelving—circle the location: **Main Library** **North Quincy** **Adams Shore** **Wollaston**
- Teen Advisory Board—circle the location: **Main Library** **North Quincy**

References – please do not use family members as references:

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Parent or Guardian Name: _____ **Phone:** _____

Parent or Guardian Signature: _____ **Date:** _____

Teen Signature: _____ **Date:** _____