

# Berkeley Public Library • Student Friends 2017

Students who will be entering grades 6, 7, or 8 in the fall are eligible to volunteer for a total of four hours as a STUDENT FRIEND at the Central Berkeley Public Library.

Signups for Student Friends begin July 5th at the Central Library, 4<sup>th</sup> Floor Children's service desk. Students have until August 18 to complete their hours.

Student Friends are a vital force during the summer at the Berkeley Public Library. In return for their time and energy, Student Friends have the opportunity to contribute in a real way to their library. Student Friends help with a variety of tasks, including: recommending favorite books, cleaning book covers, and other simple library tasks. In order to ensure supervision, Student Friends will be scheduled to volunteer only during hours when the library has sufficient staff.

To complete the program and receive a certificate of completion and a thank you gift, each Student Friend must volunteer for four hours. Hours are not consecutive and will be offered several times a week. This summer, Student Friend volunteer opportunities will take place only at the Central Children's Room.

If you would like to be a Student Friend, please have your parent or legal guardian fill in the bottom of this form. Bring this form with you when you come to sign up for the Student Friends program.

**Thanks for your cooperation and support--the Student Friends are an important part of our summer!**

Please call us if you have questions: Central Children's Room 📖 (510) 981-6223 or email: [bplkids@cityofberkeley.info](mailto:bplkids@cityofberkeley.info)

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## PARENT/GUARDIAN PERMISSION STATEMENT

*I certify that I am the parent / legal guardian of \_\_\_\_\_.*

*(Please print child's name here)*

*I have read the above information. I understand that my child is not covered by Worker's Compensation while volunteering at the library, and I authorize the named child to participate in the Student Friends program.*

Date \_\_\_\_\_

(Your signature here)

Phone # \_\_\_\_\_

(Please print your name here)

Parent phone # day (if different from above) \_\_\_\_\_

★We take pictures of the Student Friends for our "Thank You Student Friends" Bulletin Board and for use in library promotional materials.★

☐ Please check here if you do not want your child to be photographed.

## Agreement for Berkeley Public Library Student Friend Volunteers

In order to keep services running smoothly, and to ensure that everyone has a positive experience at the library, it is important that we all communicate clearly. The following agreement offers guidelines to be followed while you are volunteering with the Berkeley Public Library.

### Guidelines and Responsibilities of a Student Friend Volunteer

1. Call the library immediately if an emergency prevents you from being here during your volunteer shift.
2. Be reliable, responsible, honest, prompt and hardworking.
3. Respect children, their parents, and library staff.
4. Entering grades 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup>.
5. Report any concerns or problems to a library staff member immediately.
6. Respect the privacy and confidentiality of library users and staff.

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## Agreement for Berkeley Public Library Student Friend Volunteers

### PLEASE SIGN HERE

I agree to follow the guidelines listed above.

Volunteer's printed name: \_\_\_\_\_

Volunteer's signature: \_\_\_\_\_

Date: \_\_\_\_\_