

General Rules for Interning

Schedule: Please call Heather or Kitty at (708) 301-7908 if you will be late or absent. If you are interning at night & getting a ride home, please get picked up before 9pm.

Dress: Please wear comfortable clothing and shoes. Clothing should be clean and cared-for and should not contain any advertisements of alcohol, cigarettes, nor have any offensive language or images.

Library Users: If a patron asks you questions about library services, please direct them to a staff member. If a patron makes you feel uncomfortable, please go directly to a staff member.

Friends: If you see your friends at the library, remember that you are interning & please keep your conversation brief.

Conduct: We want you to have fun while interning, but please conduct yourself in a professional manner. Library staff has the right to ask disruptive teens to leave.

Daily Tasks: Sign in on the intern binder & grab a name tag! If you get confused, ask a staff member for assistance. We are glad you are here & we are happy to help!

The Homer Township Public Library is proud to have you with us! Let us know of any problems or suggestions you have and enjoy your time as a summer intern!

Availability Chart

Please mark availability & note any planned absences in the "Special Notes" section on the reverse side.

	Mon	Tue	Wed	Thur	Fri	Sat
9am						
10am						
11am						
12 pm						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm						
7pm						
8-8:45 pm						

Teen Summer Intern Program

(for teens in 6th grade & up)



Homer Township Public Library
14320 W. 151st Street
Homer Glen, IL 60491
(708) 301-7908
www.homerlibrary.org

Intern Opportunities

Please check the events you are interested in volunteering for. Space for each event is limited, & based on first come, first served.

♦ **Summer Reading Desk** (June 15 – July 25, one or two hour weekday shifts – please mark availability in table on back)

♦ **Book Buddies** (June 23 & 30, July 7, 14, & 21, from 7-8pm)

♦ **Teen Advisory Board** (June 25 & July 23, from 7-8pm)

♦ **Teen Techies** (June 23 & 30, July 7, 14, & 21, from to 3-4pm)

♦ **General Volunteer Duties** (dates & times vary as needed):

- ♦ Straightening shelves
- ♦ Creating book displays
- ♦ Craft preparation

♦ **Teen Readers Projects** (dates & times vary as needed):

- ♦ Creating book lists
- ♦ Creating tags for books in the library's online catalog

♦ Writing book reviews for the library's Teen Reviews website

(Special orientation required for Teen Readers Projects, date to come)

Special Notes:

Applicant's Name: _____

Phone Number: _____

Address: _____

Email: _____

School/Grade as of Fall 2009: _____

Parent/Guardian's Name: _____

Phone Number: _____

Address: _____

I have read the attached rules & expectations of the Homer Township Public Library's Teen Intern Program.

Applicant's Signature _____

Date: _____

Please detach & return the top portion to the Homer Township Public Library by June 1, 2009. Applicants will be notified of their schedule by June 8, 2009.

Deadline

The deadline to apply for the Teen Intern Program is June 1, 2009. Space for each event is limited & based on first come, first served.

Contact Information

Heather Colby, Reference Librarian & Teen Intern Program Coordinator
(main program contact)
(708) 301-7908

hcolby@homerlibrary.org

Kitty Mitchell, Youth Services Director
(708) 301-7908

kitty@homerlibrary.org

Alex Tyle Annen, Adult Services Director
(708) 301-7908

atyle@homerlibrary.org



General Rules for Interning

Schedule: Please call Heather or Kitty at (708) 301-7908 if you will be late or absent. If you are interning at night & getting a ride home, please get picked up before 9pm.

Dress: Please wear comfortable clothing and shoes. Clothing should be clean and cared-for and should not contain any advertisements of alcohol, cigarettes, nor have any offensive language or images.

Library Users: If a patron asks you questions about library services, please direct them to a staff member. If a patron makes you feel uncomfortable, please go directly to a staff member.

Friends: If you see your friends at the library, remember that you are interning & please keep your conversation brief.

Conduct: We want you to have fun while interning, but please conduct yourself in a professional manner. Library staff has the right to ask disruptive teens to leave.

Daily Tasks: Sign in on the intern binder & grab a name tag! If you get confused, ask a staff member for assistance. We are glad you are here & we are happy to help!

The Homer Township Public Library is proud to have you with us! Let us know of any problems or suggestions you have and enjoy your time as a summer intern!

Availability Chart

Please mark availability & note any planned absences in the "Special Notes" section on the reverse side.

	Mon	Tue	Wed	Thur	Fri	Sat
9am						
10am						
11am						
12 pm						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm						
7pm						
8-8:45 pm						

Teen Summer Intern Program

(for teens in 6th grade & up)



Homer Township Public Library
 14320 W. 151st Street
 Homer Glen, IL 60491
 (708) 301-7908
www.homerlibrary.org

Intern Opportunities

Please check the events you are interested in volunteering for. Space for each event is limited, & based on first come, first served.

◊ **Summer Reading Desk** (June 15 – July 25, one or two hour weekday shifts – please mark availability in table on back)

◊ **Book Buddies** (June 23 & 30, July 7, 14, & 21, from 7-8pm)

◊ **Teen Advisory Board** (June 25 & July 23, from 7-8pm)

◊ **Teen Techies** (June 23 & 30, July 7, 14, & 21, from to 3-4pm)

◊ **General Volunteer Duties** (dates & times vary as needed):
◊ Straightening shelves
◊ Creating book displays
◊ Craft preparation

◊ **Teen Readers Projects** (dates & times vary as needed):
◊ Creating book lists
◊ Creating tags for books in the library's online catalog

◊ Writing book reviews for the library's Teen Reviews website

(Special orientation required for Teen Readers Projects, date to come)

Special Notes: _____

Applicant's Name: _____
 Phone Number: _____
 Address: _____
 School (complete as of Fall 2009): _____
 Parent/Guardian's Name: _____
 Phone Number: _____
 Address: _____

I have read the attached rules & expectations of the Homer Township Public Library's Teen Intern Program.

Applicant's Signature _____ Date: _____
 Please attach a returnable envelope to the Homer Township Public Library by June 1, 2009. Applicants will be notified of their selection by June 8, 2009.

Deadline

The deadline to apply for the Teen Intern Program is June 1, 2009. Space for each event is limited & based on first come, first served.

Contact Information

Heather Colby, Reference Librarian & Teen Intern Program Coordinator
(main program contact)
(708) 301-7908
hcolby@homerlibrary.org

Kitty Mitchell, Youth Services Director
(708) 301-7908
kitty@homerlibrary.org

Alex Tyle Annen, Adult Services Director
(708) 301-7908
atyle@homerlibrary.org

