



Madison Public Library  
39 Keep St.  
Madison, NJ 07940  
973-377-0722  
teen@madison.mainlib.org

# Madison Public Library

# MVP

# Teen Volunteer Program

Information Guide and  
Application



# Madison Public Library Ways to Be an MVP

Interested in volunteering at the Madison Public Library? There's so many ways to help out, and make a difference in your community!

## MVPs Around the Library

Want to help with the odds and ends that keep the library running? There are plenty of opportunities that fit right into your schedule.

## MVP Homework Help

Take some time after school to help elementary students with their homework, or help them study for upcoming tests.

## MVP Tech Help

Have some basic tech knowledge? Want to help patrons with simple tech issues? MVP Tech Help might be the perfect fit for you! For Ages 15+

## MVP Storytimers

Dust off your silly voices and get ready for some storytime fun! Choose and read favorite picture books for small groups.  
For Ages 15+

## Teen Advisory Board

The library is here to serve you. Join the Teen Advisory Board to help make decisions about programming, the teen collection, and more!



# Madison Public Library

## "MVP" Volunteer Program Application

Students in grades 8 to 12 are welcome to join the Teen Advisory Board and/or volunteer for a variety of tasks, activities, and events. All 18-year-old volunteers will be subject to a background check prior to volunteering. Please fill out this application, making sure to write all information down neatly.

### Volunteer Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

### Parent or Guardian Information

Name: \_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### I Would Like to Volunteer For:

Select all that apply

- MVPs Around the Library
- MVP Homework Help
- Teen Advisory Board
- MVP Tech Help (Ages 15+)
- MVP Storytimers (Ages 15+)

# Volunteer Availability:

Select all that apply

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning 10am-12pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon 12pm-4pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening 4pm-8pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Why do you want to volunteer at the Madison Public Library?**

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**If you are volunteering for MVP Tech Help, what are your strongest computer/technology skills? How might you apply them when helping others with their tech questions?**

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**If you are volunteering for MVP Storytimers, what do you think makes storytime the most fun? How will you keep storytime groups engaged and entertained while you read?**

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**Volunteer Signature:**

**Date:**

I, \_\_\_\_\_, consent to my child participating in the Madison Public Library Volunteer Program.

(Guardian Signature)

# Madison Public Library MVP Guidelines

- All volunteers must have a signed Volunteer Form with guardian consent on file.
- Volunteers are expected to adhere to the library's Code of Conduct at all times.
- Volunteer shifts will be claimed through SignUp.com.
- Volunteers are expected to report for any claimed shifts.
- If you cannot make a claimed shift, please "Swap" with someone on SignUp.com. If this is not possible, please notify the MVP Coordinator no later than 48 hours prior to the shift.
- If you cannot make a claimed shift due to illness or other unexpected circumstances, notify the MVP Coordinator as soon as you can.
- Missing a claimed shift without notice to the MVP Coordinator will result in an immediate suspension from the MVP program.
- MVPs will report to the MVP Coordinator 10-15 minutes before their shift to receive their badge and instructions.



# Madison Public Library MVP Tech Help Guidelines

- Patrons will be able to drop-in to Tech Help hours twice a week. Two MVP Tech Help volunteers will be scheduled for each Tech Help timeslot.
- Tech Help is designed to help with simple tech questions. Some examples include downloading apps, creating email addresses, changing passwords, formatting PDFs and Word documents, etc.
- Tech Help is not designed to fix complex computer issues, address viruses or phishing attempts, complete forms, or anything exceeding simple tech questions.
- Any questions exceeding the scope of Tech Help should be directed to a reference librarian. If you are unsure of whether or not a question qualifies for Tech Help, please ask the MVP coordinator.
- MVP Tech Help volunteers will follow the library Code of Conduct at all times, and demonstrate patience with patrons.
- Whenever possible, patrons should be in control of their own devices, especially if they are downloading anything to the device, or entering in personal information or passwords.



# Madison Public Library MVP Storytimers Guidelines

- Storytime timeslots will be posted on SignUp.com. There will be two MVPs permitted to sign up per timeslot.
- Please submit your picture book selection to the MVP Coordinator for approval no later than two weeks prior to your chosen timeslot.
- Picture book selections should be books that the Madison Public Library has available. If approved, your selections will be checked out to the Youth Services department.
- You can pick up your chosen book at the Youth Services department any time after it is approved.
- Your storytime "presentation" should last no longer than 10 minutes.
- Be animated and engaging! Voices and sound effects are welcome.
- It is recommended that you practice your story prior to your storytime slot.

