

DEWEY LIBRARY SQUAD

Keeping up with the demands of our school library takes a team of reliable, responsible, trustworthy, and conscientious individuals who are eager and willing to work hard. If you are interested in a position in the library then read the job description below and complete the volunteer form.

REQUIREMENTS: To be a student library volunteer, the candidate must submit a completed participation form with a reference from his/her classroom teacher and parent permission. You must also pass a basic shelving quiz (online).

The Dewey Library Squad will meet from 4:00-5:00 PM every Monday afternoon. In addition, each student volunteer may also volunteer during the school day as agreed upon by Mrs. Chapman and the classroom teachers.

THE FOLLOWING DUTIES MAY BE ASSIGNED ACCORDING TO THE STUDENT VOLUNTEER'S INTERESTS AND ABILITIES

- Assisting with check-out,
- Shelving books and other materials accurately,
- Dusting and general cleaning of the library,
- Providing messenger service/hold delivery,
- Checking in and magnetizing books,
- Alphabetizing and putting materials in correct order,
- Helping students use Destiny and find needed materials,
- Participating in special events and activities,
- Assisting with the annual inventory, and
- Assisting with book fairs.

NAME _____ GRADE _____ HOMEROOM TEACHER _____

PLEASE DESCRIBE WHY YOU WOULD LIKE TO VOLUNTEER IN THE LIBRARY.

***ATTACH SHELVING CERTIFICATE** (Please print and attach Level 11 Certificate.)

Please **complete all levels** of the shelving practice from this link and print Level 11.

https://www.ischool.utexas.edu/resources/order_in_the_library_game.swf

My child has permission to participate in the Dewey Squad and I understand that I am to pick my child up at 5:00 in front of the school.

PARENT'S SIGNATURE _____

I agree that the student named above would be an asset to the MCMS library as a student volunteer.

TEACHER'S SIGNATURE _____

Please return the completed form to Mrs. Chapman.

FIRST AFTER SCHOOL MEETING WILL BE MONDAY, AUGUST 27, 2018.