



1001 Park St.
Endicott, NY 13760
607 757-5350
www.gfjlibrary.org

VOLUNTEER APPLICATION FORM

NAME: _____ HOME PHONE: _____

ADDRESS: _____ CITY _____ ZIP _____

AGE: _____ EMERGENCY CONTACT: _____

PHONE: _____

HAVE YOU VOLUNTEERED BEFORE? YES _____ NO _____ IF YES, WHERE? _____

ARE YOU REQUIRED TO FULFILL A SPECIFIC NUMBER OF VOLUNTEER HOURS? _____ HOW MANY? _____

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? _____ YES _____ NO
IF YES PLEASE GIVE PARTICULARS AND DISPOSITION OF EACH CHARGE ON A SEPARATE SHEET AND ATTACH SAME.

FIRST DAY YOU CAN VOLUNTEER _____

THESE ARE THE HOURS OUR LIBRARY IS OPEN:

MONDAY – THURSDAY 9-9
FRIDAY & SATURDAY 9-5
CLOSED SATURDAYS IN JULY AND AUGUST

PLEASE CHOOSE TIMES AND DAYS YOU WOULD LIKE TO VOLUNTEER _____

I attest that all information above is accurate and true to the best of my knowledge.

Signature: _____ Date _____

GENERAL SHELVING RULES:

Be sure to check each book's spine label for special shelving locations – career, mystery, romance, large print, oversize, etc. Also, J, R, Y & Q (see explanation below).

Shift books if the shelf is full – be sure to leave enough space at the end of the shelf (at least 2-3 book's width). Please do not CRAM books on the shelf and do not remove bookend.

Remember: **ACCURACY IS THE MOST IMPORTANT GOAL!**

Shelving Rules for Fiction Books – they are placed on the fiction shelves by *author's last name, then title*. If there is no author, shelve by title. Always **READ THE POCKET LABEL INSIDE THE BOOK** to be sure of the author and /or title.

Shelve everything as if it were spelled out:

Numbers : 73 = seventy three
1000 = one thousand
1001 = one thousand one

Dr. = Doctor

Mr. = Mister

St. = saint

Exceptions: Mrs. = MRS

Ms. = MS (filed after Mrz before Msa)

Mc & Mac = Mac (shelve at the beginning of the "M"s)

Acronyms – Spell out words (USA = United States of America)

Ignore articles (a, an and the) at the beginning of a title.

Alphabetize authors with same surname by first name and keep authors together on shelf:

Brown, Alan

Brown, Bob

Brown, Cathy

Alphabetize books by same author by their title.

Shelving Rules for Non-Fiction:

The order is by Dewey NUMER, then by AUTHOR, and then by TITLE.

651.3 BROWN

651.31 BROWN – BAKING WITH CHOCOLATE

651.31 BROWN – COOKING WITH CHOCOLATE

Please also note if there is a J, R or Y in front of the numbers or on spine of fiction books (J546.7 or Y133 or R334.4,) they have special locations :

J- Juvenile room

Y- Young Adult Area (teens) – exception to this is Y non-fiction, that is shelved with regular adult non-fiction.

R – Reference section (in adult area, behind computers)

Note: some of the older books have a Q in front of them, they are oversize and shelved in oversize non-fiction.