

**PROGRAM TITLE:** Junior Librarians (J. Libs)

**BRIEF PROGRAM DESCRIPTION:** A volunteer program for incoming 5<sup>th</sup>-8<sup>th</sup> graders during the busy season of summer.

**MATERIALS NEEDED:**

- Copies of your library's event calendar, including other times when volunteers would be most helpful, with space for writing.
- Pencils for volunteers.
- Pizza (or treat of choice) for orientation meeting.
- Special planned events for J. Libs only; movies, CD swap, etc.
- Certificates of participation for each volunteer, to be given at the end of summer.
- Special Junior Librarian incentives; gift certificates, movie passes, etc.

**COST:** Approximately \$30.

**PROGRAM PROCEDURE:**

- Create a simple calendar of events for your volunteers (see attached example). There should be enough space for writing. Handwrite it, or use a simple table in Word. Be sure that times are accurate and clear (use a.m. & p.m.). Include other times, not necessarily during programs, that volunteers could be useful as well.
- Advertise your Junior Librarian Program well. Distribute flyers, brochures, etc. in the schools. Reiterate that volunteers can participate in exclusive Junior Librarian programs and earn special incentives.
- Schedule an orientation meeting for volunteers. Have pizza or sandwiches to make it appealing. At this meeting, explain the role the volunteers will play at the library (what their responsibilities will be, etc.). Be sure to explain the behavior that is expected while volunteering, as well.
- Read through each event/time on the calendar. Explain what will happen and how the volunteers will help at each event. Allow time for questions.
- Go through the calendar once again. Ask for volunteers for each event, depending on how many you will need. Write their names on your copy of the calendar next to the corresponding event. The volunteers should also keep track of their assigned times on their copy of the calendar. Also, be sure to get phone numbers from your volunteers in case an event must be cancelled or changed.
- Once all the spaces are filled, go through the calendar one last time, making sure everyone has written down correct information. Also, be careful to distribute volunteer hours as evenly as possible. Of course, some volunteers will want to come as often as possible, and some will only want to come once or twice. That is fine; just make sure everyone is involved as much as they want to be, to the best of your ability.
- Before the orientation is concluded, instruct the volunteers to go over the schedule with their parents. If there are any discrepancies, or if anything unexpectedly comes up, have them contact you ahead of time to alleviate worry. Have volunteers check in with you upon arrival for "duty" to receive instructions, etc.



- At the end of the summer, give each volunteer a special certificate (print your own on certificate paper) and a special incentive.
- This is a wonderful and EASY program. We had over 15 volunteers last year, and we had a blast!

**SOURCE OF PROGRAM:**

Inspired by the Junior Librarian Programs of the Whipple Free Library (New Boston) and the Bedford Public Library.

**USEFUL PLANNING RESOURCES:**

- Contact other libraries that have had successful, similar programs.
- PubYac or other list serves.

**ADDITIONAL COMMENTS:**

- Our first year, we had over 15 volunteers that worked with us for 6 weeks. These numbers will vary with each community, depending on library size, number of programs, and number of volunteers.
- Approach local businesses for donations of exclusive volunteer incentives.
- Establish a rapport with the local middle school. This is where most of your volunteers will come from.

**CONTACT INFORMATION:**

GOFFSTOWN PUBLIC LIBRARY

Goffstown, NH

603-497-2102

