



## Community Service Application

The City of Georgetown's Division of Community Services requires a criminal background check for all Community Service Volunteers. Before an applicant can be considered, all pages of this Community Service Application must be filled out completely and legibly, including the Criminal Background Check. Applicants must also provide the Library with **the legal form stating your offense**.

Please be aware that the Georgetown Public Library accepts only applicants **age 18 and older**.

**Understand if you deliberately do not do the tasks you are offered - or if you misrepresent yourself in any way - you will be dismissed immediately.** The opportunity to serve at the Library is a privilege. The Library reserves the right to discontinue your opportunity to serve here at any time without reason.

### Volunteer Information

Name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

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

Offense that resulted in being assigned community service:

How many hours total do you need to complete? \_\_\_\_\_

When do you need to have the hours completed? \_\_\_\_\_

Please provide the name and phone number of your parole officer, probation officer, or teen court official. Be advised that, in some instances, these people may be called, or they may contact the library for information concerning you.

**Parole / Probation Officer or Teen Court Official Name:**

**Parole / Probation Officer or Teen Court Official Phone:**

Please circle the day or days you would like to do your community service. You must work *at least 2 hours and no more than 6 hours* in a single day. If you are unable to attend, you must call ahead of time. If you neglect to call I may cancel your opportunity to do community service at the library.

| Monday      | Tuesday     | Wednesday   | Thursday    | Friday      | Saturday    |
|-------------|-------------|-------------|-------------|-------------|-------------|
| 12pm-7:30pm | 12pm-7:30pm | 12pm-7:30pm | 12pm-7:30pm | 12pm-5:30pm | 12pm-4:30pm |

## DRESS CODE

All Community Service Volunteers must observe the following:

- No provocative or suggestive clothing. Please make modest and appropriate clothing choices. This is a professional environment, and you will be representing the Library.
- No torn or dirty clothing, no excessively baggy or revealing clothing (i.e. no midriff-exposing shirts or tank tops with spaghetti straps), and no clothing with words, slogans, depictions, or pictures that could be offensive to another library patron.
- No flip-flops, house shoes, or slippers.

## CONDUCT

### Be respectful

- No cell phone use or other electronic devices. Cell phones must be silenced.
- Racist, sexist, obscene, profane, or otherwise offensive language or gestures are prohibited.
- Do not argue with the Library staff.
- Do not disrupt the atmosphere of the Library.
- Be on time.

### Stay on task

- Do not read newspapers, magazines, or books while working.
- Do not eat while working. Water is allowed in closed containers.
- Do not socialize or engage in excessive, loud talk or conversation while working.
- Do not enter and depart the Library excessively.

You may bring a snack if you are working for more than 2 hours. You must check in with the Volunteer Coordinator if you would like a short break (5-10 minutes) to consume your snack or make a personal call. This time will be taken off of your volunteer time and must be made up at the end of your shift. If there is any discrepancy over the legitimacy of signatures or time entered on your sign in sheet, you will not be given credit.

You will not receive credit for any work not performed, or for work done incorrectly.

For more information, please contact Kalena Powell, Volunteer Coordinator, at Kalena.powell@georgetown.org at the Georgetown Public Library.

Sign \_\_\_\_\_ Date \_\_\_\_\_



GEORGETOWN PUBLIC LIBRARY COMMUNITY SERVICE  
**LIBRARY SKILLS ASSESSMENT QUIZ**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Many tasks performed in the library require filing and finding books or other materials in proper order. A comprehensive knowledge of alphabetical filing rules and the Dewey Decimal System is essential to performing these duties. Please complete this test to the best of your abilities. It will help us assign your Community Service tasks appropriately.

**Read each question carefully! Follow directions and circle the correct answer.  
Complete both sides of the quiz.**

- The Dewey Decimal System organizes information into 10 broad areas, which are broken into smaller and smaller topics. Different topics are assigned numbers, known as "call numbers." For example, "Animals" are located in the 590's. "Tigers" are given the number 599.756.
- Items are filed by call number from smallest to largest number, then alphabetically by the first four letters of the author's last name or the first four letters of the title if there are multiple authors. Biographies are classified by the number 920 and are followed by the first four letters of the subject's last name (Biography on Walt Disney would be found at 920 DISN).
- Fiction books are shelved alphabetically by the author's last name, first name, and then by title. If two authors have the same last name, arrange by first name or initials so that all the books by the same person will be found together on the shelf. If there are several books by the same author the books are further arranged alphabetically by title. When alphabetizing by title you may disregard "A", "AN" and "THE" at the beginning of the title.

**For questions 1-4, select the book that would be FIRST.**

- |  |                |
|--|----------------|
| 1. These books are all written by John Steinbeck | 3. A. 560.361  |
| A. The Pearl                                     | B. 560.631     |
| B. The Grapes of Wrath                           | C. 561.631     |
| C. The Winter of Our Discontent                  | D. 560.613     |
| D. Of Mice and Men                               |                |
| 2. A. 005.962                                    | 4. A. J 382.22 |
| B. 050.962                                       | B. J 383.22    |
| C. 005.692                                       | C. J 382.33    |
| D. 005.961                                       | D. J 383.23    |

**For questions 5-8, select the book that would be SECOND.**

5. These books were all written by  
Nicholas Sparks.
- A. The Notebook
  - B. Dear John
  - C. The Lucky One
  - D. Message in a Bottle
6. A. Smith, John  
B. Smithe, John  
C. Smith, Jack  
D. Smith, Jonas
7. A. 921 Hesse  
B. 921 Herman  
C. 921 Hernandez  
D. 921 Hermann
8. A. Woodley, James  
B. Woods, John  
C. Woodson, June  
D. Woods, James

**For questions 9-12, select the book that would be THIRD.**

9. A. 831.456 JOHA  
B. 813.456 MILL  
C. 831.654 NEAS  
D. 831.456 LYLE
10. A. Y364.331  
B. Y436.331  
C. Y364.313  
D. Y346.133
11. A. McCourt, Frank  
B. MacCullen, Frank  
C. McKey, Arnold  
D. McKey, David
12. A. J 438.13  
B. J 439.03  
C. J 429.23  
D. J 438.23

**For questions 13-16, select the book that would be LAST.**

13. A. 237.111 HOPP  
B. 237.111 FRANC  
C. 237.011 HOAG  
D. 237.001 GRIS
14. A. 007.001 ANDE  
B. 070.001 BEAR  
C. 007.010 APLE  
D. 070.001 AUGE
15. A. 313.565 REED  
B. 313.655 SMIT  
C. 313.556 TAYL  
D. 313.565 TILL
16. A. Adams, Douglas  
B. Adams, Donna  
C. Abra, Dawn  
D. Acorn, David