

2026-27 Library Helper Agreement

I want to volunteer as an Einstein Library Helper.

I understand to do this job responsibly, I must ...

- ❖ Arrive at the library between **9:10-9:15am**, **no earlier**, on the days scheduled to work. If I arrive later than 9:15 because of the bus or another circumstance, I will need to skip my job for that day.
- ❖ Volunteer for a rotation that lasts for one week. The number of rotations I am scheduled for throughout the year depends on the total number of students who apply for the job. I will receive a schedule for the year that indicates the weeks I will be volunteering.
- ❖ Enter through the front doors by buzzing the office and letting them know I am here for Library Helpers. Proceed directly to the library to sign in.
- ❖ Always wear a Library Helper badge while working.
- ❖ 9:10-9:20 – Tidy our library (straighten books on shelves, dust, sharpen pencils)
- ❖ 9:20-9:30 - Collect library books from the classroom bins, return the collected books to the library, then go quickly and quietly to your classroom.
- ❖ Ask a parent to sign the form below to show they agree that I can do this job responsibly. If at any time, I am unable or choose not to perform the duties of Library Helper responsibly and safely, I will be excused from the position.

Please contact Mrs. Ashley at aiashley@lwsd.org with questions.

RETURN ONLY THE BOTTOM OF THIS FORM BY WEDNESDAY, SEPTEMBER 9TH.

LIBRARY HELPER SIGN UP

(Return to Mrs. Ashley by Wednesday, September 9th)

Student Name (first and last) _____

Grade _____ Classroom Teacher Name _____

Parent Signature _____