

*Enoch Pratt Free Library*  
**Community Youth Corps Application**  
**Application 1- Community Service Learning Option**

**Instructions:** Please complete this application if you intend to earn *service-learning credit* by working at the library. Write N/A on lines that do not apply to you. Note that submitting an incomplete application will prolong the application process.

**Please return this application and the CYC Insert to:**

Michael Jones (Young Adult Programming Specialist), Office of School and Student Services,  
400 Cathedral Street, Baltimore, Maryland, 21201, (Phone) 410- 545-3288 (Fax) 410-396-1095  
(E-mail) [mrjones@prattlibrary.org](mailto:mrjones@prattlibrary.org)

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### Personal Information

**Applicant Name:**

**Age:**

**Date of Birth:**

**School Name and Grade:**

**Home Address (Including zip code):**

**Parent/Guardian Name (Print):**

**Parent/Guardian Home Phone:**

**Parent/Guardian Work Phone:**

**Applicant Social Security Number:**

### Service Learning Hour Commitment

Are you willing to complete all 75 of your community service learning hours at an Enoch Pratt Free Library branch? (Check One) Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered no to the previous question, then how many hours are you willing to commit? \_\_\_\_\_

Are you a high school senior about to graduate? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

### What Is Your Location?

Select **three** Enoch Pratt Free Library branches that are close to your school or home address.

- |  |   |
|--|---|
| <input type="checkbox"/> Brooklyn Branch (300 E. Patapsco Ave.)        | <input type="checkbox"/> Light Street Branch (1251 Light St.)             |
| <input type="checkbox"/> Canton Branch (1030 S. Ellwood Ave.)          | <input type="checkbox"/> Northwood Branch (4420 Loch Raven Blvd.)         |
| <input type="checkbox"/> Central Library (400 Cathedral St.)           | <input type="checkbox"/> Orleans Street (1303 Orleans Street)             |
| <input type="checkbox"/> Cherry Hill Branch (606 Cherry Hill Rd.)      | <input type="checkbox"/> Patterson Park Branch (158 N. Linwood Ave.)      |
| <input type="checkbox"/> Clifton Branch (2001 N. Wolfe St.)            | <input type="checkbox"/> Pennsylvania Avenue Branch (1531 W. North Ave.)  |
| <input type="checkbox"/> Edmondson Avenue Branch (4330 Edmondson Ave.) | <input type="checkbox"/> Reisterstown Road Branch (6310 Reisterstown Rd.) |
| <input type="checkbox"/> Forest Park Branch (3023 Garrison Blvd.)      | <input type="checkbox"/> Roland Park Branch (5108 Roland Ave.)            |
| <input type="checkbox"/> Govans Branch (5714 Bellona Ave.)             | <input type="checkbox"/> Southeast Anchor Library (3601 Eastern Avenue)   |
| <input type="checkbox"/> Hamilton Branch (5910 Harford Rd.)            | <input type="checkbox"/> Walbrook Branch (3203 W. North Ave.)             |
| <input type="checkbox"/> Hampden Branch (3641 Falls Rd.)               | <input type="checkbox"/> Washington Village Branch (856 Washington Blvd.) |
| <input type="checkbox"/> Herring Run Branch (3801 Erdman Ave.)         | <input type="checkbox"/> Waverly Branch (400 East 33 <sup>rd</sup> St.)   |

### Use Your Skills @ EPFL!

Do you have any professional skills? Are you computer literate? Do you know how to read stories aloud? Are you an artist? List your skills below. This is your chance to show Enoch Pratt Free Library what you are working with!

PLEASE ANSWER HONESTLY!

## Community Youth Corps Program Model

### Program Description

Our youth program, Community Youth Corps (CYC), prepares teens (primarily ages 13-15) for future employment by providing opportunities to earn 75 or more service learning hours while working in branches and the Central Library. Students are placed in selected branches and receive training in web page design, library and research skills, customer service and team building. Students in turn use those skills to provide a service to library patrons or create a program/product for public use.

### Description of Model

Under the auspices of Enoch Pratt Free library (EPFL) the Community Youth Corps program provides quality service learning experiences, training and skill development to Baltimore City teens (primarily ages 13-15). Students typically enter the program in 8<sup>th</sup> grade, participating in activities and interactions that support their positive development through the 10<sup>th</sup> grade.

The intended outcome is youth entering the workforce with basic computer and software literacy, customer service skills, skills in working with library patrons, experience working in teams and a portfolio of completed work assignments and evaluations.

### Youth/Internship Shadowing

*6 month volunteer period (75 hours minimum-100 hours maximum)*

- CYC youth participants work individually as part of a library team. Students are assigned to a specific Pratt staff member whom they job shadow. The teen assists this person, carries out tasks that are relevant to his/her job experiences and learns the ways in which this person's role contributes to the functioning of the library. To provide additional variety and experience for teens, we recommend the site coordinator devise a rotating schedule to allow teens to shadow different library staff members at different times.
- Offering suggestions to library customers searching for information using the Internet or Online Public Access catalog
- Basic equipment troubleshooting
- Assisting Pratt Technology Training staff with training sessions for library customers on using the Online Public Access Catalog, word processing and the Internet
- Using the technology to produce materials for the library (i.e. web page content, newsletters, etc.).

### Job Types and activities for CYC youth participants:

- Evaluating the condition of library materials
- Placing library materials on the appropriate shelf, in the proper order to maximize access
- Collecting stray library materials from tables and other public areas
- Reviewing the placement of materials on the shelves to ensure they are in the correct location
- Assisting customers in completing application forms for new library cards
- Helping customers sign-in for computer use
- Advising library staff on collection development in the teen area

### Clerical Shadow

- Evaluating the condition of library materials when returned
- Participating in the processing of library materials
- Preparing new books for circulation
- Answering directional questions for library customers
- Taking customers on tours of the library and explaining library policies

### Children's Librarian Shadow

- Assisting and reviewing homework of elementary school-aged students
- Constructing craft items and designing coloring projects
- Reviewing children's books, including writing a brief annotation and indicating target age/level
- Signing in children to use the Whole New World or Kid's Corner Desktops
- Reading to children and listening to children read
- Creating artwork for the children's area

### Y/A Reference Librarian

- Assisting library customers with their use of the library's Online Public Access and word processing facilities
- Offering useful suggestions to library customers searching for information using the Internet
- Assisting with the development, organization and promotion of programs in the library
- Providing tours and informational presentations to the public
- Surveying youth customers about favorite books, videos, music and magazines to assist in collections

### Computer Assistants (*would apply if*)

- You have a number of terminals with Internet access, word processing and the library catalog
- Your staff has the technological expertise to train CYC youth participants and college staff

# (Insert for CYC Only) Please return with Application 1

## Release of Liability

I, (name) \_\_\_\_\_ in consideration of the acceptance of my application to participate in the event listed below, hereby waive and forever discharge Enoch Pratt Free Library, its directors, officers, agents, employees, members and assigns from any and all rights and/or claims for damages that may be suffered by me as a result of my participation in, or travel to or from any event or activity of the program listed below. To the extent applicable, state law prohibits a complete waiver of liability, I waive and forever discharge Enoch Pratt Free Library from any and all rights to and/or claims for damages other than those caused by acts of gross negligence or willful and wanton conduct on behalf of Enoch Pratt Free Library.

I recognize and voluntarily assume the risks associated with my participation in this program and any and all related events and activities, including travel to program events, of the program listed below, including the difficulties in supervising teenage behavior.

I certify that I have no physical or mental impairment, illness, or defect either latent or patent that precludes me from or increases the risks to me of participating in the program listed below, that I am not under treatment by any physician nor taking any medication which would require special care or attention by Enoch Pratt Free Library to minimize the risk of harm and that I am otherwise fully capable of full participation in any activities or events of the program.

I hereby grant to the Enoch Pratt Free Library and anyone authorized by the organization the right to copyright, reproduce, publish, and otherwise use my photograph and my name in any and all media for purposes of advertising and promoting the Enoch Pratt Free Library, programs, libraries, reading and literacy. I hereby waive any causes of action I may have on account of the use of my name or photograph.

I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between Enoch Pratt Free Library and myself and sign it of my own free will.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **PARENTAL APPROVAL REQUIRED FOR MINORS UNDER THE AGE OF 18 YEARS**

I, the parent, guardian or legal custodian of the minor person signing above, do hereby assent to the above Release of Liability, and agree to be bound by all of its terms and conditions as stated above. I authorize my child to participate in the Community Youth Corps Program. I understand that if his/her behavior is not appropriate, they will be requested to resign from the project.

**Guardian Signature:** \_\_\_\_\_

## Community Youth Corps Intern Essay

*This portion of the application allows you to use one of the following essay topics in order to tell us about who you are, what type of person you would like to become, and most importantly what makes you unique. In your essay, also mention how your skills could be used to help the library and library patrons. Your essay must be at least 300 words in length and no longer than 500 words. Your essay must also be HAND WRITTEN. Go ahead and express yourself!*

*Choose one of the following topics and respond with a 300-word essay. Please circle the topic number.  
(Please use the back of sheet for essay response)*

- 1. Describe a unique experience that has changed your life and explain how your experience could be used to help people who use the library.**
- 2. Describe a special skill, interest or hobby that you have and explain how your interest could be used to create a library program for teen patrons.**
- 3. Describe the types of qualities that make your community unique. Also explain how the library serves as an important part of your community.**

*Enoch Pratt Free Library*  
**Community Youth Corps Application**  
**Application 2- Teen Volunteer Option**

**Instructions:**

*Please complete this application if you wish to volunteer at the Enoch Pratt Free Library but do not seek service-learning credit. Your Site Supervisor will determine your start date.*

***Please return side 2 of this application to:***

*Michael Jones (Young Adult Programming Specialist), Office of School and Student Services,  
400 Cathedral Street, Baltimore, Maryland, 21201, (Phone) 410- 545-3288 (Fax) 410-396-1095  
(E-mail)mrjones @prattlibrary.org*

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**By submitting this application you have consented to volunteer service only,  
which may not meet your school's requirements regarding your Community  
Service Learning experience.**

**Applicant Name (Print):**

**Date of Birth:**

**Home Address (Including zip code):**

**Parent/Guardian Name (Print):**

**Parent/Guardian Home Phone:**

**Parent/Guardian Work Phone:**

*Parent or Guardian Signature:*

*Date:*

*Student Signature:*

*Date:*

**Placement Confirmation**

*Please have your Site Supervisor complete this portion to confirm your volunteer placement.*

*Site Supervisor Signature:*

*Date:*

*Branch/ Site Name:*

*Volunteer Start Date:*

*(Check option that applies) One time/event volunteer \_\_\_\_\_*

*Ongoing volunteer \_\_\_\_\_*