



The Orem Public Library is looking for awesome teens between the ages of 12-18 to join the Orem Teen Library Council (OTLC). Fill out the application attached to this sheet and bring it to our next meeting to join. OTLC meets on the second Tuesday of each month at 6:30 PM in the Sorenson Legacy Room.

What is the Orem Teen Library Council?

OTLC is a group of teens between the ages of 12-18 that meet once a month in the library to plan teen programs, get volunteer experience through library service projects, and gain access to many behind-the-scenes experiences in the library.

Why should you join OTLC?

- Get involved in the behind-the-scenes of the library
- Gain leadership, volunteer, and service experience that look great on future college and job applications
- Check out media materials for free
- Receive letters of recommendation from the OTLC Advisor and other librarians for college and job applications
- Gain leadership experience by serving on the OTLC presidency when you are 14 years or older

What are the responsibilities of OTLC members?

Members of OTLC:

- Attend monthly OTLC meetings
- Perform a minimum of 22 hours of service in the library outside of OTLC meetings each academic year. 11 hours need to be completed between July and December, the first half of the academic year. The other 11 hours need to be completed between January and June.
- Assist with planning and preparing Teen After Hours programs
- Help decorate and maintain the Teen Zone
- Write recommendations about library items for teen patrons

What should I do if I have more questions about OTLC or want to join?

Attend an OTLC meeting on the second Tuesday of each month at 6:30 PM in the Media Auditorium or contact the OTLC Advisor, Jordyn Jackson, at jmjackson@orem.org.

We hope to see you at our next OTLC meeting!



OREM TEEN LIBRARY COUNCIL CONTRACT

Membership with the Orem Teen Library Council (OTLC) is open to teens between the ages of 12-18. OTLC meets every second Tuesday at 6:30 PM in the Sorenson Legacy Room.

Please read and initial next to the OTLC Expectations and sign below to show you have read and agree to our OTLC Contract.

- _____ I am aware that OTLC meets on the second Tuesday of each month at 6:30 PM in the Sorenson Legacy Room.
- _____ I understand that OTLC is a commitment of twenty-two service hours a year outside of OTLC meetings. I will sign up for my service hours at OTLC meetings.
- _____ I understand that, by signing up for service hours, I am making a commitment that the library is relying on me to honor. I will contact the OTLC Advisor 24 hours in advance if I cannot make my commitment to allow for replacement volunteers to be found.
- _____ I agree to be a focused and productive member of OTLC. I will arrive on time to activities. I will put all phones and devices away during meetings and activities.
- _____ I will check my emails and texts regularly and respond to messages from the OTLC Advisor promptly.
- _____ I agree to contact the OTLC Advisor in advance if I need to miss a meeting.
- _____ I understand that missing an OTLC meeting without an excused absence for one month will result in a warning. I also understand that I need to complete at least half my service hours for the academic year by December 31.
- _____ I understand that missing OTLC for two consecutive months without an excused absence or missing service hours I've signed up for will result in a temporary hold on my volunteer privileges. I agree that, if I want my privileges reinstated, I will need to work with the OTLC Advisor to make up my hours.
- _____ I recognize that my membership on OTLC and my volunteer privileges will be revoked if I stop attending OTLC meetings or do not make up my service hours.

I have read and agree to the expectations stated above.

Teen Signature _____ Date _____
Teen Name (Please Print) _____

Guardian Signature _____ Date _____
Guardian Name (Please Print) _____

CONTINUES ON BACK

CONTACT AGREEMENT

I agree to receive texts and emails from the Orem Public Library regarding Teen Library Council.

Teen Signature _____ Date _____

Guardian Signature _____ Date _____

MEMBER CONTACT INFORMATION

Teen Full Name _____ Age _____

Teen Email _____

Teen Phone Number _____ Text: YES NO

School Name _____ Grade _____

Birth Date _____

How did you hear about TLC?

GUARDIAN/EMERGENCY CONTACT

Guardian Full Name _____

Guardian Email _____

Guardian Phone Number _____ Text: YES NO

Do you have a current library card with the Orem Public Library? YES NO

ADDITIONAL GUARDIAN/EMERGENCY CONTACT

In case of an emergency, I _____ (Guardian #1), hereby give the Orem Public Library permission to contact _____ (Guardian #2) on behalf of my teen if the library can't get in contact with me.

Guardian Full Name _____

Guardian Email _____

Guardian Phone Number _____ Text: YES NO