

The Donald L. Garbrecht Law Library  
**Application for Law Library Associate**

**Name:** \_\_\_\_\_ **Application Date** \_\_\_\_\_  
**Present Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
\_\_\_\_\_ **Cell:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_@maine.edu  
**In case of emergency, notify:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**GENERAL INFORMATION**

Do you have a College Work Study grant? Yes  No  If yes, how much? \_\_\_\_\_

Are you currently employed at USM or elsewhere? Yes  No

If yes, where: \_\_\_\_\_ Hours weekly? \_\_\_\_\_

*The ABA restricts law students to 20 hours per week.*

Which department would you like to work in? Public Services  Technical Services

Number of hours you would like to work at the library each week? \_\_\_\_\_

**Public Service Monitor Shifts:** Please mark all shifts you are **available** to work.

**Opening shift 7:30am - 9:00am:** Monday  Tuesday  Wednesday  Thursday  Friday

**Opening shift 10:00am - 4:00pm** Sunday  **8:00am – 2:00pm** Saturday

**Closing shift 4:00pm - 11:00pm:** Sunday  Monday  Tuesday  Wednesday  Thursday

**Closing shift 4:00pm – 8:00pm** Friday  2:00pm - 8:00pm Saturday

Please note your preferred shifts:

\_\_\_\_\_  
\_\_\_\_\_

Alternate times available: (Technical Service shifts are Monday – Friday, 8:00am – 4:30pm)

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

## SKILLS

Please mark off any that apply:  Office equipment  Computer  Customer service skills

Do you have library experience? Yes  No  If yes, please describe tasks or duties performed.

## EDUCATION

Are you currently a law student? 1L  2L  3L  No  Credit hours this semester? \_\_\_\_\_

or

Are you currently a USM student? Yes  No  If yes, how many credits have you completed? \_\_\_\_\_

Credit hours this semester? \_\_\_\_\_

## REFERENCES

Give name, address & phone numbers of two references

1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_