

# Cold Spring Harbor Library 2023-2024 Volunteer Program



## Welcome, new volunteer!

Please attend a Teen Volunteer orientation so we can properly go over our guidelines, log your info and address any questions you may have. We have orientations 1-2 times a month, but if you cannot make the date please leave your info with teen services or email [teen@cshlibrary.org](mailto:teen@cshlibrary.org) to make an appointment.

### Guidelines

- ✓ Volunteering is for teens entering Grades 7-12. **While you do NOT need to be a resident of Cold Spring Harbor to participate in community service, there are some events where there are limited spaces and only CSH card holders will be able to sign up.**
- ✓ **Quality service is expected.** If you are not doing what is asked or are disruptive, the library reserves the right to not reward service hours.
- ✓ Be respectful of yourself, others, and the library
  - No cursing
  - Stay off your cellphone
  - Be a good role model
- ✓ Wear clothes that are both library & child-friendly. Follow school dress code.
- ✓ Check in at the desk when you come in. **If you don't check in, we have no way of knowing you were here.**
- ✓ We will keep track of your hours, but we ask that you do as well. **We will be keeping track by school year only (July-June).**
- ✓ Let the librarian on staff know when you arrive, leave, and take breaks.
- ✓ Do your best to be here when you have signed up for and be on time!
  - If you can't make it in, call the teen department and let us know at 631-692-6820, extension 209.

### Scheduling Info

- ✓ Volunteer shifts are available for select program dates and require registration
- ✓ Check our website or with a Youth Services
  - Lots of different volunteer opportunities are available throughout the year. They range from Take-Home kits, to Childrens Craft Help to Beach Cleanups offsite.
- ✓ You are entitled to break times during your volunteering. That standard time is 15 minutes. If you would like to take a break to go to the bathroom or get a snack, please let the librarians know.
- ✓ Register at the library or by calling us in the teen department at 631-692-6820 x 209

### Volunteer Letters/Proof of Credit

**The library does NOT automatically send proof of credit for participating in community service. We provide this upon request, as we have a high volume of volunteers.**

If you need a letter stating your volunteer hours, we are happy to write it for you! Call the Teen department at 631-692-6820 x 209 or email us at [teen@cshlibrary.org](mailto:teen@cshlibrary.org) **at least one week before** you need the letter. We are now going paperless! We will only be emailing volunteer letters. Please plan ahead to print yours if it is necessary.

If you need us to sign off on paperwork/hours instead, please call ahead and see if a Teen Services librarian is currently there. Preferably, Mr. Barell (our Head of Teen Services) who can corroborate the hours and make sure you get the needed signatures addressed.