

Cold Spring Harbor Library 2022-2023 Volunteer Program

COVID-19 Pandemic Changes

The guidelines below assume there are no COVID restrictions in place. If there are any (for example that would entail

Welcome, new volunteer!

Guidelines

- ✓ Volunteering is for CSH district residents entering grades 7-12
- ✓ 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
- ✓ 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

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 **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.

