

Cold Spring Harbor Library 2025-2026 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 once a month, but if you cannot make the date please leave your info with Teen Services or email teen@cshlibrary.org to make an appointment.

Guidelines

- ✓ Volunteering is for teens entering Grades 7-12. **The majority of programs are limited to CSH library patrons/residents only. Select rolling programs (like our iNaturalist program) can be completed by non-residents.**
- ✓ **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 2025-June 2026).**
- ✓ 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 or email teen@cshlibrary.org.

Scheduling Info

- ✓ Volunteer shifts are available for select program dates and require registration.
- ✓ Check our website or speak to a Youth Services Librarian
 - A variety of volunteer opportunities are available throughout the year including Take Home Service Kits, assisting with children's programs, and offsite events.
- ✓ 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 online, in person, 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 **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.