



HILLSIDE
PUBLIC LIBRARY

TEEN VOLUNTEER INFO PACKET



INCLUDED:

- Volunteer Policies
- Volunteer Sign-Up Form
- List of Volunteer Activities
- Media Review Form

Welcome to the Hillside Public Library!

As a teen volunteer, you'll be able to assist the library in its mission and have your voice heard regarding future projects for teens.

Before you can begin, take a moment to review our **teen volunteer policies** below:



WELCOME!

THE HILLSIDE LIBRARY WILL NOT APPROVE COURT-MANDATED SERVICE HOURS UNDER ANY CIRCUMSTANCES, NO EXCEPTIONS.

- Teen is in 7th grade or above.
- Volunteering will be on an individual, as-needed basis, for both library and volunteer.
- You must sign-in and sign-out with the on-duty librarian for all volunteer work to receive your time.
- All forms must be given to on-duty librarian to sign; please bring your own school forms. We will print out forms for you if possible.
- Attendance and punctuality is important! Please notify the librarian if you are unable to attend or will be late.
- Failure to notify a librarian or staff member **three** times will result in your dismissal as a volunteer.
- You must act courteous and considerate of all patrons, staff, and community members. As a volunteer, you are a representative of the library within the building and at off-site events.
- Please refrain from excessive phone or technology usage when working as a volunteer, especially when working with the public and community.
- All library policies remain in place and must be followed as well.
- Any of these rules are subject to change and you will be given notification of any change.
- If you have completed your hours or need to stop participating at any time, please notify one of the librarians in-person, or by emailing us at contact@hillsideliibrary.org.
 - Please make the subject line "Hillside Teen Volunteer".

Teen Volunteer Activities

Below are activities and ideas that you may do virtually or in-person for service hours.

ALL WORK THAT IS SUBMITTED WILL BE REVIEWED FOR APPROVAL.

• Media Review (4 hours per review)



Read a book of your choice (preferably a non-popular book), a movie available at the library or from our Kanopy database or review a music album from our Freegal database.

For suggested readings, look at our New Books section, search for award-winning titles, or use our Novelist database. Review sheets can be found on our teen blog.

• Personal Essay (1 hour per essay)

Relating an experience to the community or library.

Write a short essay (2-3 paragraphs) that talks about a topic/experience related to the community, the library, reading, books, school, AI, etc.

You can also write about teen-related subjects that the library could support or be proactive about.

• Content Creation (1 hour per submission)

Social Media

This can include library or book-related memes, fanart, book talks, “Bookstagram” photos/posts, etc., to be shared on our social media.



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Below are activities and ideas that you may do virtually or in-person for service hours.

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• Research (1 hour per submission)

Databases (you will need your library card for this)

Pick a database from our website (under Research: Reference Databases drop-down menu) and write 2-3 paragraphs that show your newly acquired knowledge of that database (what is it for, what can you do with it, how could you use it for school, etc.)



Book Lists

Create a list of 5-10 books related to a theme; this might be a list titled “Books for fans of xyz...” or “Books with ice-cream on the cover” for National Ice Cream Day, for example. Feel free to use Novelist or other databases. Use our catalog to start off and find similar books.

Books and/or library materials for the library to purchase

Research and create a list of books or library-supported material that could be purchased for the teen section. Books are preferable, but you may also include lists for: board games, STEM tech, craft supplies, or other programming materials

• Leadership ideas (time varies depending on project)

Create and lead a program/club/discussion!

Submit a template that explains a club, craft, project, book group/discussion, blog ideas, a Discord server, a TAB (Teen Advisory Board), or a student-lead program related to any of the above that you would be interested in for the library. The Teen Librarian will support and assist you in all steps.

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- **Programs (30 minutes per idea)**

Databases

Submit a list of ideas for future programs, take-home crafts, or other suggestions that you would be interested in seeing at the library! You will not be expected to lead any of the ideas or suggestions that you submit unless you wish to do so.

- **Your own ideas (time varies)**

Library Projects

If you have a library-supported idea or project that you would like to work on, please talk to the YA librarian or our other librarians if it seems feasible for your volunteer hours.

ALL COMPLETED WORK MUST BE SUBMITTED TO:

CONTACT@HILLSIDELIBRARY.ORG

OR

AVALTIERREZ@HILLSIDELIBRARY.ORG.

PLEASE USE SUBJECT LINE: HSS VOLUNTEER WORK SUBMISSION

Thank You