

Hillside Public Library
Teen Volunteer Activities

Volunteers: What can you work on?

❖ **All work that is submitted will be reviewed for approval.**

❖ **Reviews (1 hour per each review, limit: 4 per month)**

- Books, Movies, or Music (1-2 paragraphs)
 - 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 inside of the Teen Volunteer binder.**
 - Reference databases can be found on our website, hillsidelibrary.org, under the **Research** tab at the top of the page. They can all be accessed for free with a Hillside library card. All genres may be reviewed, but Rated-R materials may not.

❖ **Personal Essay (1 hour, limit: 2 per month)**

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

❖ **Content Creation (30 minutes, limit: 2 per week)**

- Social Media (*applicable if your form has been signed off by a guardian*)
 - This can include library or book-related memes, fanart, book talks, “Bookstagram” photos/posts, etc., to be shared on our social media.

❖ **Research (1 hour, limit: 3 per month)**

- Databases
 - Pick one of the databases from our research database page and write a short 2-3 paragraph review that shows 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. Provide a small blurb for each book provided on the list. (Feel free to use Novelist or other databases).
- 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, unlimited)**
- Create or run a program/club/discussion!
 - Submit a template that explains a club, craft, project, book group/discussion, YA/Teen blog, Teen discord server, TAB (Teen Advisory Board), or a student-led program related to any of the above that you would be interested in leading at the library to see what we can do to support you into making it a reality.
- ❖ **Programs (30 minutes, limit: 2 per month)**
- Ideas/Suggestions
 - 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.
- ❖ **Your Own Ideas (time varies depending on project, unlimited)**
- 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.
- ❖ **NEW! Color A Smile – Coloring Sheets (1 hour for every 3 sheets colored)**
- **Limit: 3 times a month.**
 - Coloring sheets are available in the Teen Volunteer binder or can be printed from home through the Color a Smile website. Use crayons, colored pencils, or markers only to color; do NOT use stickers or glitter. Please write your first name only on each coloring sheet.
 - Please submit your finished work to the Circulation desk or to the YA desk.
- ❖ **Decoration! (time varies)**
- Teen Space or around the library
 - Create library-related flyers or your own artwork to be posted in the Teen area to make it feel more inclusive and welcoming!
 - This is considered a ‘last resort’ option and is not often available as an opportunity.

All completed work must be submitted to contact@hillsidelibrary.org, or avaltierrez@hillsidelibrary.org

Teen Volunteer Policy

❖ To be considered a volunteer for the Hillside Public Library, the following rules apply:

- The Hillside Library does **NOT** do court-mandated service hours under any circumstances, no exceptions.
- Must be a student 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.
 - Any forms must be given to the on-duty librarian to sign.
- Attendance and punctuality are 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 use of phones or other devices when working as a volunteer, especially when working with the public and community.
- All other library policies will remain in place and must be followed as well.
- Any of these rules are subject to change and you will be given notification along with a parental sign-off.
- If you have completed your hours or need to stop participating at any time, please notify one of the librarians.
 - You may notify us in-person or get in contact with one of the librarians by emailing contact@hillsidelibrary.org