

# Volunteer Guidelines

- Teens should be between 13-18 years old and a Northvale resident.
- All teens must fill out a Volunteer Interest Form. If being considered, you will receive an email from the Youth Services Librarian.
- Prior to volunteering, teens must meet with the Youth Services Librarian for a short interview.
- Each teen will be responsible for filling out their volunteer log sheet when they come in to volunteer.
- If a program has little to no attendance, the volunteer may be asked to help out with another library related task.
- All teens are responsible for coming to any programs or community service hours they have committed to. With the exception of an emergency, teens must provide at least 24 hours' notice, by phone or email, if they cannot attend. Call the library at (201) 768-4784 or email Youth Services Librarian Emily at [emily.sposa@northvale.bccls.org](mailto:emily.sposa@northvale.bccls.org). Teens who fail to attend their volunteer hours without prior notice more than 3 times will no longer be permitted to volunteer for the library.
- Any volunteer forms that must be signed should be given to the Youth Services Librarian. Each volunteer may also receive one written letter at the completion of their volunteer service, which must be requested **at least 1 week prior to the due date**.
- Should you decide to leave the volunteer program, please notify the Youth Services Librarian as soon as possible.
- Volunteers are asked to be courteous and considerate of others. If patrons ask for assistance, volunteers should direct them to a staff member.