



Emma S. Clark Memorial Library

120 Main Street
Setauket, NY 11733-2868
631.941.4080

www.emmaclark.org

"The Heart of the Three Village Community"

POLICY FOR TEEN AND TWEEN VOLUNTEERS

Accepting the importance of helping teens and tweens to develop leadership skills and gain service experience as they mature, the Emma S. Clark Memorial Library strives to provide an expansive, inclusive and diverse array of age-appropriate volunteer opportunities for Three Village area students in grades 6 through 12. Whether volunteering in the library or representing the library in the community, teen and tween volunteers shall work under the supportive guidance of Library staff. All volunteers are expected to act in accordance with Library directives and policies, follow the instructions given by the supervising staff member(s) and reflect positive service attitudes at all times.

Teen and tween volunteers must understand that their assignments are serious commitments and, as such, require their full attention and dedication. All volunteers are expected to dress neatly and appropriately, understanding that they are representing the Emma S. Clark Memorial Library. Volunteers will report for duty on time or will notify the Library in advance if unable to arrive when scheduled. If there is a question or problem, volunteers will promptly seek assistance from the Library staff.

Teen and tween volunteers must be at least eleven (11) years of age and/or have completed 5th grade. Because these student volunteers are minors, a parent or guardian must provide their written consent prior to the commencement of volunteer service.

All volunteers shall be provided with a copy of this policy. Nothing in this policy shall be deemed to create a contract between the volunteer and the Library, nor shall any volunteer be considered an employee of the Library. The Library does not compensate volunteers through wages, benefits, reimbursement of expenses, or any other form of compensation.

The parent/guardian of each teen/tween volunteer will execute a "Hold Harmless Agreement" waiving any and all claims, actions, damages, etc., that may otherwise arise as a result of any injury or damage to person or property associated with the volunteer's service to the Library.

Adopted by Emma S. Clark Memorial Library Board of Trustees: 6/18/2025