

Poughkeepsie Public Library District  
Adriane Memorial Library  
Youth Services  
(845) 485-3445 x3320

## Teen Media Lab Volunteer Guidelines

### **REQUIRED: Sexual Harassment Prevention Certificate**

All library volunteers, **including teens**, must be certified in the NYS Sexual Harassment Prevention Training. This is an on-line training that will take 15-30 minutes to complete. Teens must have this training **BEFORE** they are able to volunteer. To get started, please contact Angela Panzer x3309 or Children's Desk x3320.

**Teen Media Lab (TML) Volunteers** are teens (13-18 years old) who are interested in learning Adobe Creative Suite (i.e.- Photoshop, film editing) and use the knowledge and training acquired to produce media promoting the PPLD. See Application for specific projects. Volunteers will attend 1-3 trainings to learn the software. Beginners are welcome as well as teens who have used Adobe Creative Suite.

- Take a copy of your TML Volunteer application and training dates for your reference.
- TML volunteers will sign in at the Teen Room Office, in the TEEN Volunteer binder and to get your Teen Media Lab volunteer badge
- TML volunteers will be on time for their training.
- Once the training is complete, TML Volunteers will set up time to work on their library project. Set this up with Angela Panzer: (845) 485-3445 x 3309.
- If you will be late or won't be able to make your session, please call the Children's Desk: (845) 485-3445 x 3320.
- TML volunteers dress appropriately for a work environment and refrain from listening to MP3 players, texting or talking on cell phones, gaming, surfing the web or using social media.
- TML volunteers create media including artwork, music, 3D signage and videos for the Teen Room and/or the Library.
- TML volunteers return badge and amend time sheet in the volunteer notebook at the Teen Reference desk at the end of their session.