

Community Service Policy

The Montauk Library offers two types of community service hours: Voluntary and Court-Appointed.

While the Library strives to assist patrons with completing community service hours, there is no guarantee that hours will be available upon request.

Voluntary Community Service

The Library offers voluntary community service hours for patrons ages 12 and above who request community service hours for school, scouts, church and other voluntary, non-court appointed reasons or who are solely interested in “giving back” to the community.

Written parental permission including emergency contacts as well as transportation are required for all voluntary community service applicants ages 12-17.

The work assigned for voluntary community service is left to the discretion of the Library Director or designee but generally includes assisting Library staff with miscellaneous projects.

The community service candidate will be required to complete a sign-in sheet each day. In case of a medical or other emergency, the parent/guardian will be notified. If the parent/guardian cannot be contacted, 911 may be called.

The Library reserves the right to terminate any voluntary community service applicant if the volunteer is unproductive, does not notify Library staff that he/she cannot appear for assigned hours, is disruptive, or negatively impacts library patrons, staff or property.

Court-Appointed Community Service

The Library may provide court-appointed community service hours but reserves the right to decline to accommodate individuals accused or convicted of offenses including but not limited to felony, assault, battery, drug or paraphernalia possession and/or use, child endangerment, domestic violence, or theft.

Before a candidate can begin their court-appointed community service hours, he/she must present a valid, government issued photo ID and provide contact information.

Preference will be given to Montauk residents.

The work assigned for court-ordered community service is left to the discretion of the director but generally includes, but is not limited to, cleaning, either inside the Library or outside on Library grounds.

The community service candidate must sign-in sheet each day which will be maintained by the Library Director or designee.

Upon completion of required hours, the Library will draft a letter addressed to the court confirming the completed hours and tasks.

The Library reserves the right to terminate the community service candidate if the individual is unproductive, does not notify Montauk Library staff that he/she cannot appear for assigned hours, is disruptive or in any way negatively impacts Library patrons, staff or property.

Policy Pending Board Approval, August 2022