



THE SMITHTOWN LIBRARY

(631) 360-2480

INSTAGRAM TEEN TAKEOVER

The Smithtown Library is looking for teen volunteers to “take over” the Teen Department’s Instagram story for a day to promote Library services. **Teens who participate will be eligible to earn two hours of community service credit for four social media posts, up to a total of four hours per month.** Please review the below guidelines carefully, as posts that do not adhere to these guidelines may not receive community service credit.

How to Submit:

1. Create your four social media posts according to the guidelines below and email them as an attachment to teens@smithlib.org. Please provide your full name and Smithtown Library card number with your submission. Please note: School email addresses (ex. jsmith@smithtown.k12.ny.us) cannot receive outside mail. Please use an alternate email address.
2. Within five days of your submission, **you will receive an email with either your Community Service Certificate OR a list of revisions.** Once revisions are made and received, your posts will be re-evaluated within 5 days. If the revisions made do not satisfy the guidelines, the librarian reserves the right to refuse the submission and community service hours will not be awarded.
3. Completed submissions will be scheduled for posting to the Teen Department’s Instagram story at the discretion of the Teen Librarians.

Post Guidelines:

- All posts must be Library-related. Potential topics could include, but are not limited to:
 - Sharing your favorite Library services
 - Showing off a project you made as part of a Library program
 - Recommending a book
 - Talking about a favorite Library program, event or volunteer experience
- **Posts must feature programs or services for teens and must stem from your personal experience at the Library. Advertisements for future programs will not be accepted.**
- Posts may take the form of still images or short film clips.
 - Images must be sent as .PNG or .JPG files.
 - Film clips must be sent as .MOV or .MP4 files. Each individual film clip must be no longer than 15 seconds.
- Posts should be **Instagram Story** size: 1080 pixels by 1920 pixels with a 9:16 aspect ratio.
- Think PG - **Do not include any foul, political, or derogatory images or text.** Good rule of thumb: If you think your post could possibly be taken out of context or you’re questioning the content, don’t submit it.
- Be aware of what you share. **First names are okay, but be careful not to include any identifying information in your posts.**

Suggestions for successful posts:

- Get creative! Social media provides multiple outlets to get the message out there: photo, video and drawings. Mix it up!
- [Canva.com](https://www.canva.com) is a great, free resource for creating social media posts. Use their **Instagram Story** template.
- Tell a story. If you’ve attended programs at the library in the past or have a favorite service you use at home, tell us about it!