



# NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

151 Laurel Avenue  
Northport, NY 11768  
(631) 261-6930

185 Larkfield Road  
East Northport, NY 11731  
(631) 261-2313

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## Northport-East Northport Public Library Guidelines for Tutors

We appreciate that tutors and students find our Library comfortable and conducive to learning. We ask that tutors adhere to the following guidelines:

1. Arrange in advance where you will meet your student in the Library. If you are unfamiliar with the Library buildings, we recommend you meet in the lobby. Library staff cannot be expected to help locate you or your student.
2. Be respectful of other Library users. Please use low voices when talking in the main reading room and other public areas. "Classroom" voices carry and are disruptive.
3. Public telephones are located in the outside lobby areas of both library buildings. Cell phone use is not permitted in the Library. If you receive calls by cell phone, please take your calls in the foyer areas. Phones at the Reference Desk are not available for use by tutors or students. Library staff cannot take messages for you.
4. The Library has a policy governing Internet use. Minors are not permitted to use the Internet without the written permission of a parent/guardian. For further information, inquire at the Reference Desk. Please do not ask us to allow you and the student to use the Internet "for just a few minutes." The Library does not recognize you *in loco parentis*. Also, if a student does not have parental consent, he/she will not be allowed to sit next to a tutor who is using the Internet.
5. The Teen Centers may not be used for tutoring. These special centers are located in both library buildings to allow teens to work together on projects or to gather to talk about books or school work. Adults at the tables in these areas deter the gathering of the Library's teen patrons.
6. The Quiet Study rooms are for individual quiet study only and may not be used by tutors.
7. Tutorial rooms are located in both library buildings. If you are a nonprofit tutor you may reserve a tutorial room in advance by submitting a Tutorial Room Application to the Community Services Department. Otherwise, you may use a tutorial room whenever it has not been reserved in advance by a Literacy Volunteer or tutor. A Tutorial Room Schedule is available at the Reference Desk and is posted on the door of the tutorial room.
8. Video equipment is available in the Tutorial Rooms. This equipment is for use of instructional videos only.
9. Please bring with you the supplies you will need for your lessons.