



Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313

Northport-East Northport Public Library Guidelines for Tutors

1. Arrange in advance in which library building you will be meeting your student. 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 library. “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 patron Internet use. Access to public computers by minors is determined by written consent from a parent/guardian. Please do not ask us to make exceptions. The Library does not recognize you in loco parentis. If you are using a computer with a student, the student’s library card information will be used to access the computer, not yours. For further information, inquire at the Reference Desk.
5. There are several restrictions regarding where tutoring may take place.
 - a. 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.
 - b. The Quiet Study rooms are for individual quiet study only and may not be used by tutors.
 - c. The Tutorial Rooms, located in both library buildings, may be reserved in advance by *Literacy Suffolk* volunteers and other nonprofit tutors. Reservations are made by submission of a Tutorial Room Application to the Community Services Department. Tutorial Room schedules are available at the Circulation Desks. If a Tutorial Room is unoccupied, it may be used until the next scheduled reservation.
6. Please bring all supplies that you will need for your lessons.