

Amityville Public Library

Literacy Room Policy

Whereas the promotion of Literacy is of importance to the Amityville Public Library and, whereas, there is a great need for Adult Literacy Programs in the Amityville Public Library District, the Library designates the small room formerly known as the Projection Room as the “Literacy Room.”

Purpose

The purpose of the Literacy Room shall be as regional headquarters for Literacy Suffolk, Inc. A secondary purpose is to provide a private and quiet area for volunteer teachers/tutors and adult pupils for the teaching of Literacy, including English as a Second Language (a.k.a., English for Speakers of Other Languages.)

Eligibility

A Literacy teacher/tutor and/or an adult student may apply to use the Literacy Room for those hours when it is not in use by Literacy Suffolk, Inc. staff. Either or both must be affiliated with a recognized Literacy Organization. No commercial enterprises or fund raising may take place in the Library, therefore, to utilize the room, teaching sessions must be by volunteer basis. Either the student or the teacher must be a resident of the Amityville Public Library district. The Board of Trustees reserves the right to waive the residency requirement if it is deemed proper and in the best interest of the Library to do so.

Literacy Organizations and Recognition

There are many organizations which train and/or certify volunteer adult literacy teachers/tutors. The Library is not familiar with every organization, therefore, prior to authorizing use of the Literacy Room a copy of the organization’s Charter, Bylaws or IRS Tax Exempt status must be provided. Copies will be kept on file so that filing need be done only once, though the Library reserves the right to request updated copies.

Literacy Teacher/Tutors

Each teacher/tutor must provide a copy of a form of identification confirming that they are affiliated with, or a representative of, a recognized Literacy Organization. Examples of acceptable identification include an ID card issued by the organization or a letter on

organization letterhead paper. The identification form must include a date current with the prior six months. Teacher/tutor identification must be updated annually.

Application

Application to use the Library's Literacy Meeting Room must be made in writing on the form provided for this purpose no more than three months in advance of the intended use. Forms are available at the Reference Desk. No application shall be considered approved until it is signed by the Library Director, or designee, and returned to the applicant. The Library reserves the right to cancel or amend approved applications.

The applicant must certify that the meeting room shall be used only for the purpose of Literacy Tutoring and for no other purpose whatsoever.

Personal Property

The Library is not responsible for the safeguarding of any supplies, equipment or other items owned by the applicant or by persons attending the activity.

Fair Use

To the greatest extent possible, application for the Literacy Room will be granted on a first come, first served basis. However, to promote equitable sharing, when there is a conflict in date and time of application, the applicant who has not yet had a chance to utilize the room will be given first priority.

Other

Prior notice of cancellation is required.

The Amityville Public Library Board of Trustees reserves the right to waive these rules or make any further rules pertaining to the use of the Library facilities that it may deem proper and in the best interest of the Library.

The final and sole interpretation of this Policy rests with the Library's Board of Trustees. Implementation and enforcement are delegated to the Library Director.

Adopted 06/20/02; Revised 06/23/05

**AMITYVILLE PUBLIC LIBRARY
LITERACY ROOM
APPLICATION**

(Form may be submitted at least one week but no more than three months in advance of intended use.)

PLEASE PRINT

Date Submitted _____

Name (teacher or student) _____

Address _____

Telephone Number _____

Organization Affiliation _____

Date(s) Requested _____

Hours _____ **to** _____

_____ **to** _____

_____ **to** _____

I agree to adhere to the Amityville Public Library Literacy Meeting Room Policy and any other published rules and regulations for said use. The residency requirement is met by teacher or student. Please, report cancellations to (631) 264-0567.

SIGNATURE _____

Office Use Only

Approved _____ **Disapproved** _____ **Date** _____

By _____