

JERICHO PUBLIC LIBRARY TECH BUDDIES POLICY

The Jericho Public Library offers positions for teen tutors enrolled in the Jericho Public School System to assist adults in improving their technology skills. The computer, MP3 players and cell phones will be utilized in order to successfully tutor adults in improving their quality of life.

The prospective tutor will be asked to come to the library for a preliminary interview. The applicant will furnish references from the Jericho School in which he/she attends. If the student is accepted into the program, a mandatory training session is required. Qualified applicants will be trained under the supervision of the Young Adult Librarian. The Jericho schools will grant community service hours for participation.

In order to ensure private information remains secure, no personal transactions of sensitive material will be allowed as part of the tutoring program, e.g. birthdates, social security numbers, credit card purchases or online banking. Neither the Jericho Public Library, nor the Tech Buddy tutors will be responsible for the unauthorized use of any personal information which is inputted to any computer or cell phone during the tutoring session.

Adults will be advised that tutoring is dependent on the knowledge of the teen tutors. If tutoring is requested for a specific skill, adults will be notified if there are tutors available who possess such knowledge.

Both parties will be given each other's phone number for notification in the event of a cancellation.

All sessions must be recorded on the Tech Buddy Volunteer Sheet.

A Tech Buddy is a very special person who is offering time and energy as a gift to the library. However, Tech Buddies may be terminated if it is found there is no longer need for their services, or if their performance does not meet the requirements of their supervisor.