

## **TUTORING POLICY**

### **Purpose:**

The Library is available for all patrons to use to meet their needs in accessing information and for the use of library materials and equipment. Tutoring is allowed in public areas only if such activity does not disturb staff or library users and if those involved comply with the Library's Rules of Behavior. The Library will maintain an atmosphere in which all patrons may use the Library without being disturbed by those engaged in teaching and/or tutoring activities.

### **Policy:**

- Tutors may not publish or distribute any advertising in person, in print or in electronic form that indicates the Library as their place of doing business or otherwise imply Library sponsorship of their activities.
- Tutors may not solicit business on the Library premises.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space.
- In open public areas, tutor groups will be limited to a maximum of 2 students per tutor per session. The use of the Library space is not for use as a classroom or office to work from, but as a safe and quiet workspace for students to receive instruction.
- Tutoring in study rooms will be limited to the total occupancy of the room (6 persons, including the tutor). Tutors should have their students reserve and signup for rooms using the students' library card. Tutors who themselves sign up to use a study room are restricted by the study room guidelines of one use per day per group. Repeated use of the room by a group comprised of the same individuals during a day is not allowed. (See Study Room Guidelines.)
- The following areas may not be used for tutoring: Picture book area in the children's room; Homework Help Center; Storytime Room; Community Room; Microform Room and Copy Centers.
- Students and/or tutors may not reserve tables or seating in open public areas. (See Library Rules of Behavior)
- Students and/or tutors may not leave personal belongings unattended. The Library is not responsible for lost, damaged, or stolen items. Unattended items may be discarded. (See Library Rules of Behavior)
- The Library's telephones may not be used to make or cancel tutoring appointments. Tutors must inform students and parents that Library staff will not deliver messages to students or tutors.
- Tutors are responsible for students under 18 years of age while on Library premises until released to a parent/guardian or to authorized transportation.
- Students must be under the tutor's supervision at all times. Tutors are responsible for their student's supervision and appropriate behavior.
- Children under the age of eleven may not be left unattended in the Library. (See Library Rules of Behavior)
- It is preferred that parents remain in the Library while the student is being tutored. The Library assumes no responsibility for children left unattended.