

## Tutoring Policy

The Library is available to the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. As part of its educational mission, the library permits tutoring on the premises in accordance with this policy.

Tutors are individuals who provide instruction to others either on a paid or volunteer basis. Tutors shall work with a maximum of two (2) students per tutor per session. The Library is not to be used as classroom or office space, but as a safe and quiet workspace for students to receive instruction.

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space. All arrangements must be made between the tutor, student and parents.

The following guidelines apply regarding tutoring in the library:

1. Tutoring shall be confined to library study areas where quiet discussions are allowed.
2. Tutors are responsible for the behavior of students. Tutoring sessions must be kept as quiet as possible.
3. Tutors and students shall bring their own supplies.
4. No messages shall be conveyed through library staff.
5. Library telephone shall not be used to make or cancel appointments.
6. Study areas may not be available for tutoring due to library programs or activities.
7. The Library shall not assume responsibility for children left with a tutor or unattended in the building.