

## Tutoring Policy

To insure the Library premises are available for use by its patrons in furthering their educational needs the Library permits private tutoring, on a paid or volunteer basis. The Director has final discretion as to whether the activity is tutoring and permissible under this policy.

Reservations will be permitted for tutoring students K-12 and for literacy activities. Tutoring sessions will be limited to a maximum of 3 students per tutor.

Conversations or instruction should not be loud enough to distract other library users. The Library is not to be used as a classroom or office space but as a quiet and safe workspace for students to receive instruction. Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the student and the tutor. The tutor is responsible for establishing communication protocols for their students and their parents. Library staff will not make or cancel appointments between student and tutors nor relay messages on their behalf.

Tutors and students must bring their own supplies.

Tutors and students are expected to abide by the Library's Policies. Children under the age of 18 who are tutored in the Library are the responsibility of the tutor while on library property until they are released to parent or guardian or someone providing authorized transportation.