



TUTORING POLICY

The Library premises are available for the use of members of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. The Library premises are also available as an educational support center. As part of its educational mission, the Library permits some tutoring on the premises in accordance with this policy.

- The Library offers its space to those tutors who are authorized by the local Boards of Education to provide Homebound Instruction. The library also provides space to tutors who are volunteering their time via ESL or Literacy Volunteers.
- Tutors who are being paid via private enterprise, that is, privately from a parent caregiver or private company, cannot use the public spaces of the Library to run their business; this includes but is not limited to the main floor, Children's Room, and Teen Room. Furthermore, paid tutors shall NOT advertise or advocate the Library as their place of business.
- The exception to this is the Community Room, which is open to ANYONE for tutoring, homework help, etc. free of charge when it is available. Please be reminded that Library programs, meetings, etc. take precedence since this is the only general purpose room. There is also outdoor seating and tables around the outer perimeter of the building.
- Library staff cannot be asked to take messages, call parents of students, provide supplies, or reserve tables. Availability is on a first-come, first-served basis when the Community Room is available.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.

In all cases, tutors should come prepared to assist the student in his or her educational goal. The library cannot provide resources such as calculators, graphing paper, flash drives, markers, etc.

ALL tutoring shall end 30 minutes before the library closes, so that staff may begin closing procedures.

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