## **Babylon Public Library Tutoring Procedure Effective: January 25, 2024**

1. Tutoring sign in will be at the Adult Reference desk during the following hours:

M-Th: 10 AM – 6 PM F-Sa: 10 AM – 3 PM Su: 1 PM – 3 PM

- 2. Tutoring will only occur in the small private study room near circulation.
- 3. Tutors may use the small private room for tutoring purposes only one (1) hour in a day and then must vacate the room, so others have a chance.
- 4. Tutors who charge for services are not permitted to use the library for tutoring services.
- 5. If the small private study room is unavailable (first come, first serve), then the tutor will have to tutor elsewhere outside of the library.
- 6. The community rooms, large and small, will no longer be available for tutoring.
- 7. If you have questions or concerns related to this procedure, you may contact the library director (Tom Vitale) via email or phone: <a href="mailto:tvitale@babylonlibrary.org">tvitale@babylonlibrary.org</a> or (631) 669-1624.