

TUTORING POLICY

Tutoring is an activity that relates to the Library's role as an educational support center.

Use of the library meeting rooms for the purpose of tutoring is permitted on designated days and times decided by the Library which may vary monthly. Please call or check our website prior to visiting the Library. The Library reserves the right to change the tutoring schedule or location at any time based on the needs of the Library. Tutoring is never permitted on the main floor. If a student/tutor needs to meet on a different day/time than those specified, the librarian will check to see if a room(s) is available and if so, will let the student/tutor use the room. If the room(s) is occupied, then the student/tutor will have to make other accommodations.

Tutors will share one of the Library's meeting rooms for tutoring activities. Use will be limited to the time allotted on scheduled days unless otherwise permitted by the librarian. It is the responsibility of the tutor to make all meeting arrangements prior to arrival at the Library.

Tutors and students are required to sign in upon entering the meeting room for their appointment. Tutors will provide their first and last name and their educational affiliation.

Students will wait for their tutors outside of the meeting room. Students less than 18 years of age are the responsibility of the tutor until released to a parent/guardian or until the student leaves the Library's premises. Tutors and students must comply with the library's Patron Behavior Policy. Tutors/students/parents are responsible for any damage to Library property.

The Library is not responsible for damage, loss, or theft of personal property, nor does it assume liability or responsibility for the work or activities of tutors or students using the Library.

Tutors and students shall comply with all Library policies, including without limitation the Meeting Room Policy and the Patron Behavior Policy. Violation of Library policy may result in the suspension or revocation of privileges including access to tutoring services.

Library staff will have access to meeting rooms at all times.

Adopted 5/8/13

Amended 5/21/19

Reconfirmed 7/09/19