Tutoring Policy

Tutoring is an activity that relates to the library's role as an educational support center. Space for sanctioned tutoring activities is subject to availability. Tutors are individuals who provide instruction or services 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.

Tutors will contact the Library to reserve use of the Meeting Room or Conference room or table in the main room once they have a student scheduled. Minimum one-week notice must be given to the library. A room request form will be kept on file for each tutor for three months unless tutor does not show for three weeks in a row, in which case time slot is forfeited. Filling out a request form does not guarantee you a time slot because of spatial constraints in the library, and first priority will be given to library programs and activities taking place during the week.

Tables, chairs and rooms may not be available if being used by others or are needed for library programs or activities. The Library reserves the right to limit tutoring sessions and area use at the discretion of the Library Director or his or her designee.

Tutors and their students are required to follow the Library’s Patron Code of Conduct.

The Library reserves the right to ask tutoring or study groups that become too loud or disruptive to leave the Library.

Students must be under the tutor’s supervision at all times.

The Library staff cannot provide secretarial support to tutors.

Tutors and students must bring their own supplies, such as paper, pens, pencils, etc.

Tutors may use Library materials (i.e. library books) in accordance with library policies.

Tutors may not solicit Library patrons in the Library.

Students being tutored in the library are encouraged to have a valid library card.

Approved: Sept 2013 updated 2018 revised Mar 2019