



# Glen Rock Public Library Tutoring Policy

The Library is available for public enjoyment of Library materials and to support the research and educational needs of its patrons. As part of this purpose, the Library permits tutoring on the premises in accordance with this policy. However, the Library is not to be used as a classroom or office space, but as a safe and quiet workspace for students to receive instruction.

Tutoring is defined as one tutor and one student. Group tutoring is only permitted with prior authorization from the Library Director and seldom occurs.

The Library staff is happy to assist tutors and their students with any routine patron needs.

Tutors and their students must comply with all rules, guidelines, and procedures governing behavior in the Library. Tutors and students are asked to be as quiet as possible so as not to disturb patrons or Library operations. Conversations or instruction during tutoring must not be a distraction to other Library users.

Tutoring is permitted only at the round tables in the first floor main area of the Library on a first-come first-served basis. Tutoring pairs are encouraged to share tables. Space cannot be reserved, and Library patrons may not be asked to change their location to accommodate a tutoring session.

Tutoring is not permitted in the following areas:

- At any public computers
- In the Teen Area
- In the Quiet Rooms (located next to the parking lot entrance and behind the reference desk)
- In the Children's Room, unless permission is granted from the Children's Librarian or, in his/her absence, the Librarian-In-Charge
- In the Reading Alcove

Tutors may borrow the Library's lending laptops by following the laptop lending procedures.

The Library reserves the right to limit or stop tutoring activities at any time and without advance notice.

Children under the age of seven must be under the direct supervision of the tutor until they are released to a parent, or a designated responsible adult.

Tutors and students must bring their own supplies. Library materials (e.g. library books) may be used in accordance with library policies. A tutor's personal property and materials, and use of space, must not interfere with library foot traffic flow or patron access to Library resources.

Library phones may not be used to discuss, schedule or reschedule tutoring sessions and cell phone use for such activities should be conducted outside the Library.

Tutors working with students at the end of the day are required to end their tutoring sessions fifteen minutes before closing time and should schedule their sessions accordingly. Tutors and parents are encouraged to check the Library website for current Library hours as these are subject to change.

Pursuant to the Library's Behavior Policy, tutors may not solicit Library patrons in the Library.

The Library does not sponsor, recommend or assume liability or responsibility for the work and activities of the tutors who use the Library space.

Approved by the Glen Rock Library Board of Trustees on September 10, 2015

