



East Greenbush Community Library Tutoring Agreement

I _____, Tutor, have received the Library's Tutoring Policy and Procedures, the map indicating where tutoring can take place and a copy of the Library's code of conduct.

I have read the summary of library policies and guidelines pertaining to tutoring as listed below, and I agree to abide by these and all other Library Policies. I understand that failure to abide by these may result in the loss of privileges to tutor at the East Greenbush Community Library.

- ✓ Tutors should register at the adult reference desk once per year, on or after September 1 of the year.
- ✓ Tutoring sessions must end 15 minutes before library closing time.
- ✓ Tutors and students must provide their own supplies (pens, paper, highlighters, etc).
- ✓ The library cannot accept phone calls, take messages, or otherwise serve as a means of communication between tutors and their clients.
- ✓ Tutoring is allowed only at the tables indicated on the maps provided.
- ✓ Tutoring space is available on a first-come, first-served basis. Space availability is not guaranteed and tutors are encouraged to have an alternate location identified for times that the library has reached capacity.
- ✓ Conversation should be kept as low as possible. Tutors should avoid using a "classroom voice" in the library.
- ✓ Equipment with sound (video, laptops, tablets) must be used with headphones and should not disturb other patrons.
- ✓ Cell phones must be silenced and phone conversations conducted in the library lobby.
- ✓ If using the library's public computer terminals, the tutor or student should log in with a library card. Half-hour guest passes are available for those without a card.
- ✓ No more than two people may use a public computer terminal at a time.
- ✓ A valid Upper Hudson Library System card is required for all laptop checkouts. One laptop per account.

LIBRARY COPY:

Signature Date

Printed Name: _____

Preferred means of contact: _____
(phone number or email address)

Valid from September 1, 2025 to August 31, 2026



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TUTOR COPY:

Signature

Date

Valid from September 1, 2025 to August 31, 2026

East Greenbush Community Library Tutoring Policy and Procedures

In order to provide a safe and open environment where community students may receive tutoring, the Library permits the use of designated portions of the main room for regularly organized and scheduled tutoring services. This privilege, however, places the obligation on the tutor to abide by the procedures and restrictions set forth below. Beginning September 1, 2013, tutors wishing to utilize the Library must register with the reference desk. Registration is valid from September 1 to August 31.

1. Tutors are individuals who provide instruction to others either on a paid or volunteer basis. Tutors shall work with a maximum of one (1) student 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 to be successful.
2. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space. All arrangements must be made between the tutor, student and parent/guardian. Money should not be changing hands in the Library. Payments should be arranged prior to the tutoring sessions taking place.
3. Tutoring is only allowed in designated areas. (Indicated on the map) All other areas are designated as Quiet Study Areas. Space in the Library will be available for use by tutors on a first-come, first served basis. Reservations cannot be made nor can the expectation be made that others will be asked to move to accommodate a tutoring session.
4. Space designated for tutoring in the Children's Room is reserved for students in the 6th grade and younger.
5. Tutors and their students are required to follow the Library's Code of Conduct. The Library reserves the right to ask tutoring or study groups that become too loud or disruptive to leave the Library.
6. Students must be under the tutor's supervision at all times during the scheduled tutorial. The tutor is responsible for the student's behavior at such time. Pick up of student is the responsibility of the parent/guardian in consultation with the tutor.
7. It is the responsibility of tutors to establish communication with their students, and not to instruct the students or their parent/guardian to contact the Library regarding their work. The Library staff cannot take or deliver messages to students or their tutors. The Library's phones are not for use by tutors or students.
8. Conversations and instruction between tutor and student should not disrupt, distract or otherwise interfere with other patrons' use of the Library.
9. Tutors and students must provide their own supplies.

Approved by the Board 7/16/13