



## 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 August 1, 2021 to August 31, 2022*



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TUTOR COPY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

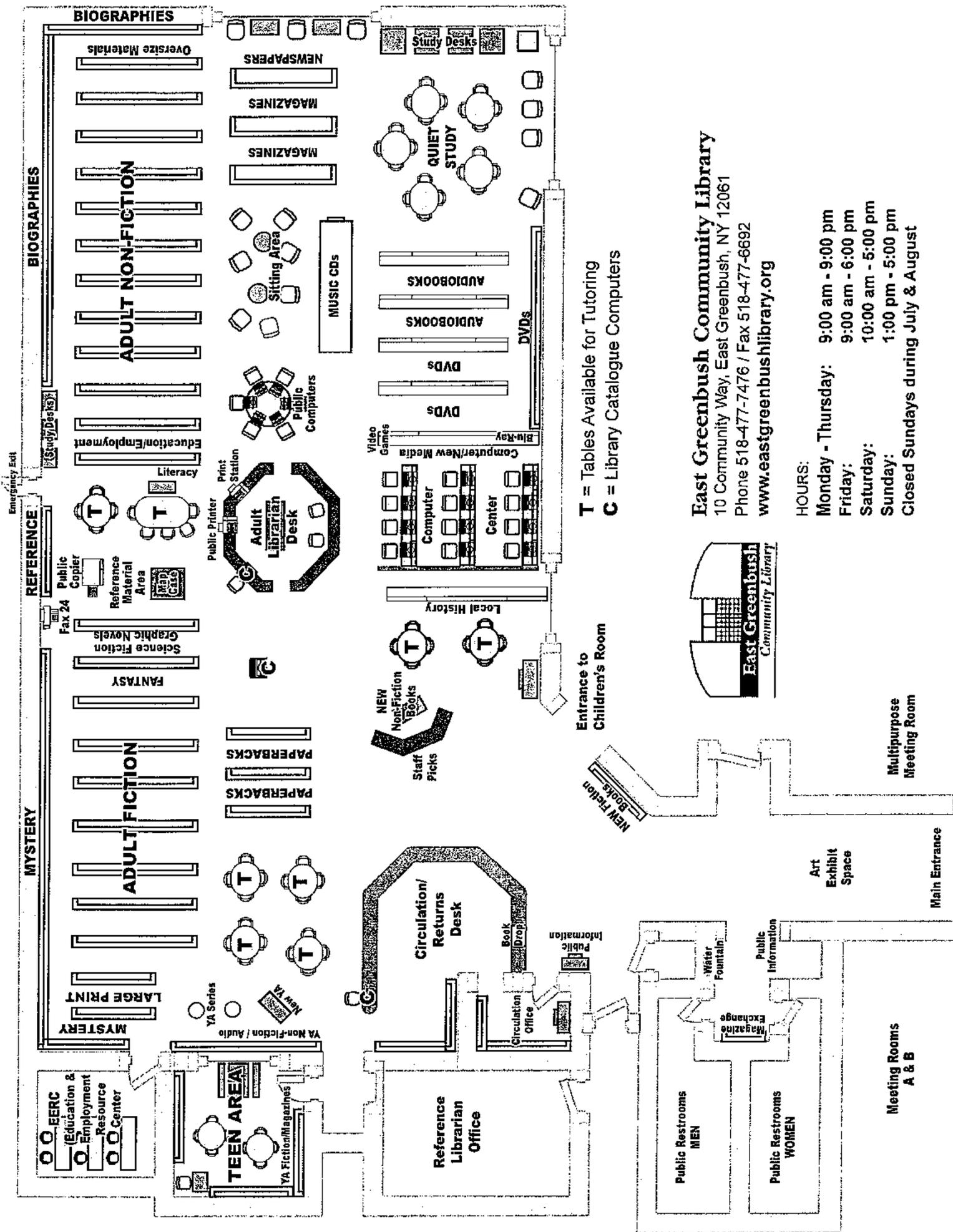
*Valid from August 1, 2021 to August 31, 2022*

## **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



**East Greenbush Community Library**  
 10 Community Way, East Greenbush, NY 12061  
 Phone 518-477-7476 / Fax 518-477-6692  
[www.eastgreenbushlibrary.org](http://www.eastgreenbushlibrary.org)

**HOURS:**  
**Monday - Thursday:** 9:00 am - 9:00 pm  
**Friday:** 9:00 am - 6:00 pm  
**Saturday:** 10:00 am - 5:00 pm  
**Sunday:** 1:00 pm - 5:00 pm  
 Closed Sundays during July & August

**T** = Tables Available for Tutoring  
**C** = Library Catalogue Computers



Multipurpose Meeting Room

Meeting Rooms A & B

Main Entrance

Art Exhibit Space

Public Restrooms MEN

Public Restrooms WOMEN

Water Fountain  
 Magazine Exchange  
 Public Information

Public Information  
 Book Drop  
 Circulation Office

Reference Librarian Office

Circulation/Returns Desk

TEEN AREA  
 YA Fiction Magazines  
 YA Non-Fiction / Audio  
 YA Series  
 New YA

Public Printer  
 Print Station  
 Adult Librarian's Desk

Public Computers  
 Sitting Area

Computer Center  
 Computer  
 Computer/New Media  
 Blu-Ray  
 Video Games  
 DVDs  
 DVDs  
 AUDIOBOOKS  
 AUDIOBOOKS  
 QUIET STUDY  
 Study Desks

NEW Non-Fiction Books  
 Staff Picks  
 Local History

Entrance to Children's Room

NEW Fiction Books

EERC  
 Education & Employment Resource Center

MYSTERY  
 LARGE PRINT  
 MYSTERY

ADULT FICTION

FANTASY

Literacy

Education/Employment

ADULT NON-FICTION

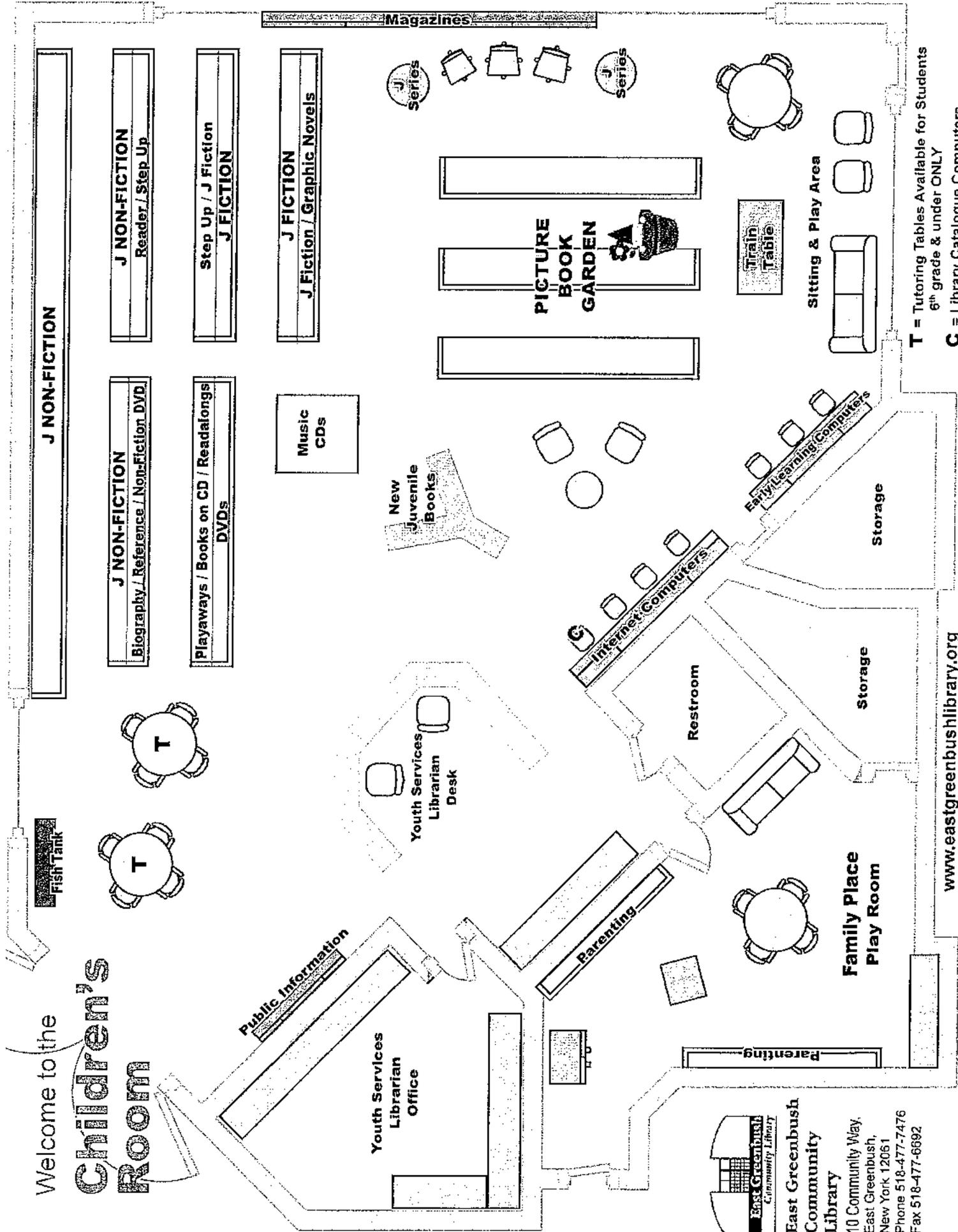
MAGAZINES  
 MAGAZINES  
 MAGAZINES

BIOGRAPHIES

Emergency Exit

Welcome to the

# Children's Room



T = Tutoring Tables Available for Students  
6<sup>th</sup> grade & under ONLY  
C = Library Catalogue Computers



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## Rules of Conduct for the Library

The East Greenbush Community Library seeks to provide quality library service to all patrons. The following code has been adopted for the convenience of all patrons and for the protection of the rights of all those using and working in the library. All laws of the State of New York and the United States are enforced at the library. Staff members are authorized to enforce this code of conduct.

### A. Code of Conduct

1. All conversation should be kept as low as possible.
2. All equipment with sound (i.e. mp3 players, laptops, smartphones, etc.) must be used only with earphones in the large open spaces of the library, and should not disturb other patrons.
3. Cell phones should be set on vibrate when entering the building and conversations should be pursued in the entrance hallway, especially not in the computer lab, or other areas where study and computer use is occurring.
4. Parents are responsible for the actions of their children. Parents will be notified if a child's actions are disruptive. Children under the age of 8 must be accompanied by an adult. Children from 8-11 should have a parent in the building. See the *Unattended Children Policy*.
5. Only animals intended to serve people with disabilities are allowed in the building.
6. The East Greenbush Community Library building and grounds is a smoke free environment. NO smoking is permitted.
7. No person shall physically, materially or verbally interfere in any way with the public's right of access. (i.e., the entrance and exits are open to all.)
8. Any behavior that compromises the safety or security of the Library staff or patrons is prohibited.
9. Use of verbal or physical threats in the library or through the use of library technology to insult or intimidate library patrons or staff is strictly prohibited.
10. Behavior Relating to Gender or Sexual Orientation
  - A. Any form of intimidation or harassment, whether direct or implied, physical or verbal, directed at the gender or sexual orientation of a patron or a staff member will not be tolerated. Persons exhibiting such behavior will be requested to leave the premises.
  - B. Offensive Remarks:

Comments, innuendos, or insinuations of a sexual nature, however intended, when directed to a patron or staff member are inappropriate and should be avoided at all times.

Continued on back

## Protection of Library materials and facilities

### A. Interior Environment

1. No food and drink allowed in the public areas of the library. Meeting Rooms are sometimes used for events which include food with the approval of the Director.
2. Patrons shall respect all library materials and facilities, including computer database and computer equipment. Stealing, damaging or altering library property is prohibited and will be subject to financial liability for damages.
3. Customary clothing in the library should include shirts and shoes.
4. Footwear that damages or compromises library floors may not be worn in the library-(i.e., in-line skates and cleats)
5. Furniture must be used for intended purposes. One person per seat, please.
6. Patrons should dispose of litter they create.

### B. Exterior Environment

1. The Library grounds are open for use when the Library opens in the morning to dusk.
2. It is the responsibility of the users of the library grounds to keep the grounds free of litter and damage. Any damage done to Library property will be the financial responsibility of the person who created the damage.
3. All automobiles must be parked in designated areas. Cars must travel with extreme caution, as pedestrians may come out of anywhere.
4. All traffic signs must be respected, for the safety of all library users.
5. Use of skateboards, in-line skates and bicycles in the parking lot and on library property creates a safety issue for library users and pedestrians and is prohibited.
6. Use of bicycles for transport to the library is acceptable, but bicycles must be locked at the outdoor bicycle rack.
7. Patrons must clean up after their pets outdoors.
8. Patrons must report injuries or concerns to Library personnel inside.

**Library personnel have the authority to have patrons removed from the library building and/or grounds for improper conduct or misuse of the area.**