

## **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