



Guidelines for Tutors and Their Students

Adopted by Board of Trustees on September 10, 2007

Any tutor representing Literacy Volunteers of America, a library sponsored program, should contact the Library Director to make arrangements to tutor.

As part of its educational mission, the library permits independent tutoring on the premises. Independent tutors are not sponsored by the library. Tutors are asked to observe the following guidelines when tutoring in the library.

- During the hours between 2:00 PM and 6:00 PM, Monday through Thursday from September through June, individual and small group (3 and under) tutoring is confined to the three designated quiet study/tutoring areas located in the back of the library where biographies are shelved. However, no reservations are accepted, so tables are available on a first come, first served basis. At all other times, tutors should inquire at the circulation desk for staff direction.
- When demand is high, tutors may be asked to limit their time to 1 hour and/or to share designated tables with other tutors. If it is determined that seating is needed for regular library users, tutors may be asked to vacate the premises.
- Parents are encouraged to remain in the library while their child is being tutored. The library assumes no responsibility for students left unattended.
- Tutors are responsible for the behavior of their students during the tutoring session and during any waiting time prior to the session. Tutors, students and parents are subject to the posted behavior policy.
- All arrangements between the tutor and the student must be made in advance. Library staff telephones may not be used to make or cancel appointments. Parents must not rely on library staff to make change for payment to tutors.
- Tutors and/or students must provide their own supplies.
- Tutors and families of their students are ask to park in the back of the library parking lot so regular library users have access to the closer parking spaces.
- Consumption of food and beverages and cell phone use is not permitted in the library. Please go outside to make or receive cell phone calls.