

# PATTERSON LIBRARY

## Tutoring Policy

- Tutors are individuals who provide instruction to others either on a paid or volunteer basis. The library reserves the right to limit tutoring sessions and the area used at the discretion of the library director or his/her designee. Tutors shall work with a maximum of two (2) students per tutor per session. 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 to be successful.
- There is no designated space in the library for tutoring, nor may any space be reserved for tutoring. Tutoring is not allowed in the Study Room. Age-appropriate tutoring (for students up to fifth grade) is allowed in the Family Center. All other public spaces on the library premises will be available for use by tutors on a first-come, first-serve basis. Areas appropriate for group study and tutors may not be available if being used by others or needed for library programs or activities.
- The library's Community Room is primarily for library programs or community meetings by non-profit groups by reservation. However, the Community Room is available for tutors or groups for studying if it is not reserved. A daily calendar will be placed on the door indicating when the Community Room is available.
- Tutors and their students are required to follow the following library policies:
  - ◊ Patron Code of Conduct
  - ◊ Safe Child Policy
  - ◊ Computer Use Policy
  - ◊ Tutoring Policy
- Tutoring sessions must be as quiet as possible so as not to disturb other patrons or staff. The library reserves the right to ask tutoring or study groups that become too loud or disruptive to leave the library.
- All study areas must be cleaned of all litter and returned to the condition they were in prior to the meeting.
- The library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the student and the tutor. The tutor is responsible for establishing communication protocols for their students and their parents. Library staff will not make or cancel appointments between students and tutors nor relay messages on their behalf. Children under the age of 10 who are tutored in the library are the responsibility of the tutor while on library premises until they are released to a parent or guardian or someone providing authorized transportation.
- Tutors working with students at the end of the day are expected to finish their session at least fifteen minutes before closing time.

- Tutors and students must bring their own supplies, such as paper, pens, pencils, etc. Tutors may use library materials (i.e. library books) in accordance with library policies.
- Pursuant to the library's Patron Code of Conduct, tutors may not solicit library patrons in the library. Tutors may also not publish or distribute advertising or letters identifying the library as their place of doing business or imply library sponsorship or endorsement of their professional activities.
- Non-compliance with the above policy may result in suspension of library tutoring privileges at the discretion of the library director.