Tutoring   **Policy 1.15**

Tutoring is an activity that relates to the Hyde Park Library's role as an educational support center.

I.   Space for tutoring activities is subject to availability. Tutors may use the library's quiet study areas on a first-come-first-serve basis, or call ahead to make a reservation, if there is an available reservation time. Reservations will be permitted for tutoring students K-12 and for literacy activities. Areas appropriate for group study and tutors may not be available for reservation if needed for Library programs or activities. The director has final discretion as to whether the tutor is reserving excessive time to the detriment of others who may wish to reserve the meeting room. Tutors who have made a reservation are asked to sign-in at the Reference Desk upon arrival for a tutoring session.

II.   The following guidelines must be observed:

A.   Children under 18 years of age who are tutored in the Library are the responsibility of the tutor while on Library property and until they are released to a parent or guardian.

B.   Those who tutor and are being tutored in the Hyde Park Library are strongly encouraged to obtain a valid library card to further enhance the tutoring experience. A library card will enable access to the supportive education materials, inter library loan service, and technology the library offers.

C.   All tutoring sessions held in the public area of the library are to be conducted with care and consideration of the other library members seated around them. Conversation should be kept at a quiet and respectful level.

D.   Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

E.   The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor. All arrangements must be made between the student and the tutor.

F.   The tutor is responsible for establishing communication protocols with students and their parents. Library staff will not make or cancel appointments between students and tutors nor relay messages on their behalf.

G.   Tutors and students must bring their own supplies.

H.   Tutors and students are expected to abide by the Library's Patron Code of Conduct, Internet and Computer Use Policy, and all other policies.

I.   Tutors working with students at the end of the day are asked to leave the library fifteen minutes before closing time.

J.   Tutors may not solicit Library patrons in the Library.

Approved September 9, 2021