

## Sutton Free Public Library

### Tutoring Policy

The Sutton Free Public Library is available to the public for the reading and enjoyment of library materials and to support the research and educational needs of its patrons. As part of this educational purpose, the Library permits tutoring on the premises in accordance with this policy.

Library staff is happy to assist tutors and their students, just as they assist any patron of the Library. However, the Library staff must be available to all people who come into the Library for help and should not be relied upon to deliver messages, or to find a tutor.

Tutors are responsible for the behavior of the student during the session. It is preferred that the parent remain in the Library while a child under the age of 12 is being tutored. The Library assumes no responsibility for children left unattended. Children under the age of 18 who are tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent/guardian, or to someone providing authorized transportation.

Library space is not to be used as a classroom or place of business for tutors to work from but as a safe and quiet workspace for students to receive instruction. Tutor belongings or use of space should not interfere with easy access through the Library by other users.

Conversations or instruction should not be loud enough to distract other library users.

Library phones may not be used to schedule or reschedule sessions.

Tables can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.

Tutors and parents 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.

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.

It is recommended that tutors check the Library's hours of operations and program schedules before making appointments with students.

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 parents.

Approved by the Board of Library Trustees May 20, 2013