

TUTORING

TFML Policy No. 26

Because tutoring is an activity that is compatible with the Thomas Ford Memorial Library's mission of supporting education and providing opportunities for learning and study, tutors may use the Library premises in accordance with this policy. The Library does not sponsor, recommend, or assume liability/responsibility for the work or activities of tutors who use available Library space. Any and all arrangements concerning tutoring must be made between the tutor, student(s), and parents. This policy delineates guidelines for the behavior of tutors and their students so that an atmosphere compatible with the Library's goals is maintained.

26.1 Library Spaces

26.11 Small group tutoring (limited to a maximum of three students) may take place at the tables in the Adult Services Area of the Library, on a first-come, first served basis. Tables cannot be reserved nor will others be asked to move to accommodate a tutoring session.

26.12 The Study Rooms may also be used for tutoring. Tutors wishing to use these rooms must first check in at the Adult Services Desk to assure that the space is available. Please see the Library's **Meeting Room Policy (TFML Policy # 11)** for information concerning reserving space. The Study Rooms are available for a maximum of two (2) hours at a time.

26.13 Tutor belongings or use of space should not interfere with easy access through the Library or use of the Library by others.

26.14 The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.

26.2 Library Staff and Supplies

Library Staff is happy to assist tutors and their students just as they assist other Library patrons. However, Library Staff may not be relied on to deliver messages, to find a tutor, or to assist in the making or canceling of appointments. Tutors and students must provide their own supplies. Library materials may be used in accordance with Library policies.

26.3 Supervision and Behavior

26.31 Tutors are responsible for following the Library's **Safe Child Policy (TFML Policy #18)**. Children under the age of eight (8) must be supervised at all times when using the Library and released to a designated responsible caregiver.

26.32 Arrangements for payment should take place outside of the Library.

26.33 Tutors may not solicit Library patrons in the Library.

Adopted: February 25, 2014

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