

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.

25.1 Library Space

Library space is offered as a quiet, safe space for students to receive instruction. Non-disruptive behavior is expected from all library patrons as described in the Library's **Patron Behavior Policy (TFML Policy #7)**.

25.12 Small group tutoring (limited to a maximum of three students) may take place only at the tables in the Reference 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.

25.13 The Study Room to the west of the elevator on the main floor may be used for tutoring groups of students greater than three (3). Tutors wishing to use this room must first check in at the Reference 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 Room is available for a maximum of two (2) hours at a time.

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

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

25.2 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.

25.3 Supervision and Behavior

Students must be under the tutor's supervision at all times.

25.31 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.

25.32 No food is allowed in the Library. All trash must be disposed of and the study area cleaned after use.

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

25.34 Tutors may not solicit Library patrons in the Library.

25.35 **All tutors will be required to sign an acknowledgement that they have received and read a copy of this policy which will be retained in the Library's files.**

Adopted: February 25, 2014



Thomas Ford Memorial Library Tutor Acknowledgement of the Library Tutoring Policy

Tutoring is an activity that is compatible with the Library's mission of supporting education and providing opportunities for learning and study. The Library Tutoring Policy delineates guidelines for the behaviors of tutors and their students so that an atmosphere compatible with the Library's goals is maintained.

- The tutor is responsible for the observance of all Library policies, i.e. child safety, patron behavior, etc. All of our policies may be found on our website fordlibrary.org/about/policies or at our service desks.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.

All tutors are required to sign an acknowledgement that they have received and read a copy of this policy.

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I have received and read a copy of the Thomas Ford Memorial Library Tutoring Policy (TFML Policy No. 26) and agree to abide by the policy. A copy of this signed acknowledgement will be retained in the Library's files.

Tutor's Name (print) _____

Tutor's Signature _____ Date: _____

Address _____

City State Zip _____

Telephone _____

Email
