

MacDonald Public Library

TUTOR POLICY

Policy Statement

The Library premises are available for the use of members of the public to meet their needs in accessing information, recreation, and education. As part of its educational mission, the library permits tutoring on the premises in accordance with this policy. However, use of the Library's community room(s) is permitted for non-profit tutoring (i.e. Literacy Volunteers) only.

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

Regulations

- Tutors should first check the Juvenile area for an available table; if none are available there then they may check for a table in the Adult Services area.
- Tutors shall work with a maximum of three (3) students per session. The Library is not to be used as classroom or office space, but as a safe and quiet workspace for students to receive instruction.
- Tutoring sessions must be kept as quiet as possible so as not to disturb other library patrons or library staff.
- Tutors and students are expected to abide by the Library's Patron Code of Conduct, Supervision of Children Policy, and Internet Access and Use Policy.
- Children under the age of 18 years who are tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent/guardian.
- Eating and drinking are prohibited in the Library. A drinking fountain is available in the lobby. All trash and recycling must be properly disposed of, and table(s) must be cleaned after use.
- After the tutoring session Tutors shall talk to parents in the front lobby or outside.
- Tutors are responsible for establishing communications protocols for their students and the student's parents. Library telephones may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students.
- Tutors may not publish or distribute advertisement or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

Additionally, tutors who do not comply with the provisions of this Policy may be denied permission to conduct tutoring instruction within the Library.