



## MARION PUBLIC LIBRARY

### **Tutor Policy**

Tutor Policy As part of its mission, the Marion Public Library permits tutoring of school-aged students on the premises in accordance with Library policies. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space, and reserves the right to deny tutoring on the premises for failure to adhere to Library policies.

### **Guidelines and Procedures**

All arrangements for tutoring must be made between the tutor, student, parents, Wayne Finger Lakes BOCES, and the school district.

Tutoring sessions will be limited to a maximum of two students per tutor at any given time.

Library employees may relay messages to students regarding whether the tutor will be late or absent.

To accommodate patrons and Library employees, tutoring space is offered in the Library's Community Room. In the case that the Community Room is unavailable or at capacity, or if a more public setting is preferred, space for tutoring may be available in the main library space.

Although the Library strives to make tutoring space available as needed, Library programs and maintenance requirements take precedence.

If tutors cannot locate an available study space, or if they need special accommodations, they must speak to an employee about arranging a new location. If a new location is permitted, it will be for one day unless otherwise noted by Library employees.

It is the tutor's responsibility to locate their student if they are not at the designated tutor area. Patrons that have been suspended from the Library are not permitted on the premises for tutoring. Library employees are responsible for communicating with tutors about the length of the suspension. At the discretion of the Library Manager the Library may provide a copy of the relevant Library incident report or banning letter if a tutor requires it.

Tutoring sessions must be kept as quiet as possible so as not to disturb other Library patrons or employees. Students should use headphones for computer coursework when applicable. Covered, spill-proof drinks are allowed in the Library except near Library computers.

No exchange of money may take place between student and tutor in the Library.

Tutors are responsible for the behavior of their students.

The Library reserves the right to limit tutoring activities if space resources are monopolized, the activities interfere with Library operations, or in accordance with our Emergency Closing Policy.