

YOUR HOME PUBLIC LIBRARY POLICY

Policy #: 400-10

Effective Date: 03/2007

OPERATIONS
Tutoring Policy

STATEMENT: Your Home Public Library's mission is to enrich the intellectual and cultural life of the community by providing free and convenient access to information, fostering lifelong learning, and encouraging the exchange of ideas.

PURPOSE: The Library permits tutoring on the premises in accordance with this policy.

DEFINITION: *Tutoring also refers to job-coaching, assistance with healthcare, legal, social services, tax-filing, citizenship, etc.*

GUIDELINES: As per the American Library Association, Standards and Guidelines Committee, Reference and Adult Services Division, library staff are not healthcare, social services, accounting, business or legal professionals. At no time will library staff interpret or make recommendations regarding such.

POLICY:

1. We recognize the need for neutral venues for tutoring in the community. The library is pleased to offer a venue for tutoring as long as it does not disrupt or hamper library patrons or operations.
2. Tutoring must take place in designated spaces in the Library. None of these areas may be reserved. These spaces are:
 - a. The table in the area near the front library entrance
 - b. The table in the Teen Space
 - c. The tables in the Children's Room, if the student is of an appropriate age
 - d. The seating area in the Sun Room
 - e. The seating area in the Gold Room
3. If an arrangement is needed for a space, a Meeting Room Use Form must be completed (Meeting Room Use Policy 400-9). If arrangements for a specific space have been made and will be canceled, please notify the library.
4. 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(s), and/or parent(s).
5. Tutors shall work with a maximum of two (2) students per tutor per session. The Library is not to be used as classroom or office space.
6. Tutoring activities must be library appropriate.
7. While the Library can meet the occasional request, the staff reserves the right to refuse students who constantly need to borrow pens, pencils, paper, and other common school supplies. When the Children's Library staff are available; less common items like a stapler, compass, etc. may be borrowed.

Reviewed:

Revised: 07/11/2016

Adopted at the 03/09/2015 Your Home Public Library Board Meeting