

Tutoring Policy (2021)

The Wead Library welcomes tutors and students as part of our mission to improve and enrich the lives of all members of the Malone community. The following policy is intended to provide balance between the use of the Library by tutors and their students, and the use of the Library by other members of the community.

Guidelines

Tutors are asked to observe the following guidelines when tutoring in the Library:

- Tutoring is allowed in all public spaces of the Library on a first-come-first-served basis. A quiet study room may be available; Tutors should inquire at the Circulation Desk about the availability of third floor meeting space. Tutors will be required to sign in and out of the meeting space. It may be possible to reserve third floor study space in advance.
- Tutors are responsible for checking Library hours of operation and program schedules before making appointments with students.
- All tutoring sessions should conclude fifteen minutes prior to Library closing.
- Designated areas may not be available if needed for Library programs or activities. Some Library sponsored programs require interaction between the presenter and the participants. This sometimes raises the noise level in areas of the Library where tutors prefer to conduct their tutoring. Library sponsored programs will not be moved or modified to accommodate a tutoring session.
- Tutoring sessions must be kept as quiet as possible. The Wead Library's Patron Code of Conduct policy applies.
- Library Staff may ask tutors and their students to move to another area of the library if they think the tutoring session is disturbing other patrons.
- Ideally, tutoring in the Library is usually conducted one on one, or in a small group. The Library meeting spaces are not meant to function as classrooms – except in the case of Library sponsored instruction–based programs.
- Tutors are responsible for the behavior of the students being tutored during the tutoring session.
- It is preferred that the guardians remain in the Library while minor children are being tutored. The Library assumes no responsibility for children left unattended.
- Library staff is happy to assist tutors and their students, just as they assist any patron of the Library. However, the Library staff must be available to all people who come into the Library for help.
- Tutors and students must bring their own supplies.
- Any fees that are negotiated for tutoring are between the tutor and the tutee. The Library is in no way involved in fees charged, nor does it endorse the charging of fees for tutoring

within the Library. All arrangements, monetary or otherwise, must be made between the tutor, student, and parents off Library property.

- Independent tutors are not sponsored by the Library. All arrangements must be made between the tutor, student, and parents.