

# East Brookfield Public Library

## Tutoring Policy

The East Brookfield Public Library is available to the public for the reading and enjoyment of library materials and to support the research and educational needs of the community. As part of this educational mission, the Library permits tutoring on the premises in accordance with this policy. The Library does not sponsor, recommend, or assume liability for the activities of tutors who use available library space. All arrangements must be made between the tutor, student and parents.

**The Library's limited tutoring space is available to East Brookfield resident students only.**

**Space for tutoring activities is subject to availability and to the following guidelines:**

- Library sponsored programs take precedence over other groups at all times.
- Tutors must reserve space by contacting the front desk staff.
- Tutors will sign in at the front desk and may use the table in the adult space only.
- Change of scheduled sessions is not allowed without prior notification to staff, who will check for availability.
- **The library is available for tutors between these hours only:**
  - **Maximum 2 sessions per tutor/student per week**
  - **Mondays, Tuesdays, and Wednesdays from 2:30 and 4:30 pm**
  - **Saturday from 10 am and 12 pm.**
- No one tutor may monopolize all available sessions.
- No food is allowed during sessions. Water in a covered container is allowed.
- Multiple tutoring sessions cannot occur due to limited space and time.

**Tutor and Parental Roles and Responsibilities**

- Tutors are responsible for the behavior of their students and themselves.
- **When a child under 12 years of age is being tutored, it is required the parent or guardian remain in the Library.**
- The Library assumes no responsibility for children left unattended.
- Tutors and students must bring their own supplies.
- Tutors are responsible to check Library hours of operations and program schedules before making appointments with students.

**Use of Library Space and Facilities**

- This space shall be used as a safe and quiet workspace for students to receive instruction.

- Tutors may use Library materials in accordance with Library policies.
- Tutor personal property and materials, and use of space, must not interfere with patron access to Library resources.
- Conversations or instruction during tutoring must not be a distraction to other Library users, staff or the normal functions of the library.
- Library telephone may not be used to make or cancel appointments. Library staff will not relay messages to tutors, students or parent/guardian.
- No Library patron will be asked to change their location to accommodate a tutoring session unless the space was reserved.
- Parent/tutor conferences should not take place in a public area.

**Adopted: 4/2016**

**By the Trustees of the East Brookfield Library**