

## **Tutoring Policy**

Tutoring is an activity that relates to the Olive Free Library's role as an educational support center. Quiet/private space for tutoring activities is subject to availability.

Tutors are asked to sign-in at the Circulation Desk upon arrival to the tutoring session.

Each tutor must complete a Tutor Permission Form that will be kept on file at the Library. The Director has final discretion as to whether the activity is tutoring and permissible under this policy.

Reservations will be permitted for tutoring students K-12 and for literacy activities.

Tutoring sessions will be limited to a maximum of 3 students per tutor. The Director has final discretion as to whether the tutor is reserving excessive time to the detriment of others who may wish to reserve the meeting room.

The Library is not to be used as a classroom or office space but as a quiet and safe workspace for students to receive instruction. Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the student and the tutor. The tutor is responsible for establishing communication protocols for their students and their parents. Library staff will not make or cancel appointments between student and tutors nor relay messages on their behalf.

Tutors and students must bring their own supplies.

Tutors and students are expected to abide by the Library's *Patron Code of Conduct* and *Unattended Child Policies*. All tutoring sessions held in the public area of the library are to be conducted with care and consideration of the other library members seated around them. Please keep conversation at a quiet and respectful level. Children under the age of 18 who are tutored in the Library are the responsibility of the tutor while on library property until they are released to parent or guardian or someone providing authorized transportation.

**Reviewed and amended by the Olive Free Library Board of Trustees, April 2021**

## Olive Free Library Tutor Permission Form

Tutor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization/Affiliation: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_ Number of People Expected to attend: \_\_\_\_\_

*Olive Free Library reserves the right to revoke and cancel any permission granted when such use may be in conflict with the best interests of the Library, if there is a conflict with the use of the Meeting Room, or if the Tutoring Policy is not honored by either tutor or student.*

**I have read Olive Free Library's Tutoring Policy and agree to abide by the policy and the rules. (Please read accompanying policy.)**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

☐ Approved ☐ Not Approved

Signature of Library Director \_\_\_\_\_ Date \_\_\_\_\_