



## **Warner Library Tutoring Policy**

Warner Library welcomes tutors and students as part of our mission to encourage lifelong learning. 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.

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

### **Guidelines**

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

- Tutors should inquire at the Reference Desk about the availability and location of appropriate study areas. A quiet study room may be available; tutors may get a pass for a study room from the Reference Librarian. Study rooms can be used by a tutor for up to two hours per day.
- Designated areas may not be available if needed for Library programs or activities.
- Tutoring sessions must be kept as quiet as possible. The Library's policy regarding disruptive behavior 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.
- Tutors are responsible for the behavior of the students being tutored during the tutoring session.
- It is preferred that the parents 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.

*Adopted by the Warner Library Board of Trustees November 20, 2014*