



## TWINSBURG PUBLIC LIBRARY TUTORING POLICY

The Library premises are available for the use of members of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. As part of its educational mission, the library permits tutoring on the premises in accordance with this policy.

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 and parents.

Tutors are expected to observe the following guidelines when tutoring in the library:

- 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 and should not be relied upon to deliver messages, or to find a tutor.
- Tutors are responsible for the behavior of the student during the session. It is preferred that the parent remain in the Library while a child under the age of 12 is being tutored. The Library assumes no responsibility for children left unattended. The Library's Expected Behavior Policy applies to everyone.
- Library space is not to be used as a classroom or place of business for tutors to work from but as a safe and quiet workspace for students to receive instruction. Tutor belongings or use of space should not interfere with easy access through the library by other library users.
- The Adult Reading Area is a quiet area and should not be used for tutoring sessions. Teen Crossings should not be used by tutors during after-school hours, as it is a space reserved for teen study and soft conversations. Any for-profit person or group who would like to use the **meeting rooms**, will be **charged** the applicable fee for businesses.
- Conversations or instruction should not be loud enough to distract other library users.
- Cell phone use is restricted to the lobbies and vestibules. Library phones may not be used to schedule and reschedule sessions. There is a courtesy phone available in both vestibules.
- Tables can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.
- Tutors and students must bring their own supplies.

*Approved September 20, 2010*