



## Tutoring Policy

The Library allows one-on-one tutoring in the library, only if such activity does not disturb staff or Library users, and if all those involved comply with the rules, guidelines and procedures of the Lindenhurst Memorial Library.

Tutors may not publish or distribute advertisements or letters indicating the Library as their place of doing business, or otherwise imply Library sponsorship of their activities. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space. Tutors are not permitted to book the Library's meeting rooms, nor will they be allowed to use a room even if it is empty. Tutoring is off limits in the Quiet Study Room.

The Library's room designations also follow with tutoring – meaning, children in elementary school may not be tutored in the Wellwood Room (Teen Dept.) during after-school hours. Conversely, high school students should not be tutored in the Children's Department, as those spaces are age specific locations.

### **IMPORTANT REMINDERS:**

- The primary purpose of the tables in the Library is to provide space for research, reading and study. If space is limited and tutoring use is excessive, tutors will be asked to give up the table.
- A student being tutored in the Library is the responsibility of the tutor while on Library property until released to a parent/guardian or authorized transportation.
- Tutors are to refrain from talking loudly or disturbing others' use of the library. If patrons are disturbed, tutors will be asked to find another location within the Library.
- It is the responsibility of the tutor and the student to make all arrangements prior to arrival at the Library.
- Library staff will not relay messages among parents, tutors or students.

Failure to comply with this policy may result in staff requesting a tutor to leave the premises.

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