

## EAST FISHKILL PUBLIC LIBRARY DISTRICT TUTORING POLICY

### **Policy Statement**

It is the policy of the East Fishkill Public Library District (Library) to permit tutoring and educational instruction at designated areas and times within the main body of the Library. Tutors may be private (i.e., commercial), volunteer, or attached to a school district. For the purposes of this policy, all are referred to as “Tutors” regardless of status. This policy does not address children who are homeschooled by their parents or through a homeschool organization or cooperative.

The Library recognizes the importance of education and is supportive of students’ needs to be taught outside of traditional classroom settings as conditions dictate. The Library also recognizes the rights of other patrons using the Library and shall manage resources to provide a reasonable balance among all Library patrons.

Specific procedures are outlined below and may be changed from time to time without Board approval for administrative purposes only and provided that such changes do not materially alter the policy intent or administration.

### **General Procedures**

Tutors shall provide the Library with basic contact information which will be kept on file for the remainder of the calendar year in which the form was submitted. New forms are required at the start of each new calendar year.

Tutors shall submit signed dated copies of this policy and the Code of Conduct policy signifying their understanding of acceptable behavior while in the Library and on Library grounds and their agreement to comply.

### **Specific Procedures and Rules**

Tutoring may only take place at designated areas and times.

No tutoring shall take place in any other place on the Library grounds, including meeting rooms (Alley Room and Cross Room), the north part of the building near the rotunda, or outside the building on Library grounds.

The Library will, from time to time, use the tables where tutoring takes place for Library programs. Tutors will be given as much notice as possible so that they may adjust their schedules as needed.

Tutors must reserve a time in advance. The Library shall provide the Tutor with the procedure at the time the Tutor submits their contact information and signed policies.

Tutors must sign in at the Circulation Desk upon arrival.

Tutors are limited to one (1) student at a time with a limit of two (2) one-hour sessions each day for a total not to exceed six (6) hours per week.

A maximum of two (2) Tutors in the building at one time will be allowed.

Children under the age of 18 who are being tutored in the Library are the responsibility of the Tutor while on Library property, unless the parent/caregiver remains in the building during the entire tutoring session. The Tutor shall remain with the student at all times.

Tutors and students are subject to all rules and policies of the Library, including the Library's Code of Conduct and Internet Use Policy. The tutor shall be responsible for the students' compliance to Library rules.

Tutors shall not recruit new students at the Library, nor shall Tutors distribute advertising materials that identify the Library as their place of doing business or imply Library sponsorship or endorsement of their professional activities.

Tutors are responsible for all communication with the student and the student's family members. The Library shall not act as intermediary between students and Tutors.

Library staff shall not sign any documents (e.g., timesheets) attesting to the Tutors' time spent at the Library.

Tutors and students must bring their own supplies. Tutors are responsible for leaving the workspace clear of any objects not owned by the Library and ensuring that the surrounding floor is free of clutter of any type.

Tutoring on Library premises is a privilege, not a right. Not following Tutor Policy or Code of Conduct may result in the loss of tutoring privileges in the Library.

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of any Tutors and students who use the Library space.

This policy may be revised or canceled by the Library Board of Trustees at any time.