

## TUTOR POLICY

Haworth Municipal Library recognizes the benefit to the students and parents of the community for tutoring to be allowed within the Library. All rules and fees as outlined in our *Meeting Room Reservation and Rental Policy* will apply to all tutors unless specified below.

The Community room and the History room are the only spaces that may be used for tutoring on a limited basis. Before the tutor enters the room, the tutor must register at the Circulation desk. Tutors who violate this policy could have library privileges suspended for tutoring.

### **For Haworth Residents:**

Private Room (Fee): Tutors/teachers tutoring Haworth residents may reserve the Local History room for a private tutoring for \$10/day. Room reservations must be made either by calling the library at 201-384-1020 or emailing the library (hawhcirc@bccls.org). An application for reserving a meeting room must be completed by any party wishing to reserve a room. This form is available online or at the circulation desk.

Designated Shared Tutoring Room (Free): The Library's Community Room may be reserved on a first come, first served basis for use by the tutor for a scheduled time period. The Community Room schedule for tutoring will be decided by the Library Director, subject to change for library programs or activities. It is recommended that tutors check the Library's current tutoring schedule. **There will be no rental fee for tutors/teachers tutoring Haworth residents** in the Community Room during the scheduled tutoring session.

### **For Nonresidents:**

Designated Shared Tutoring Room (Fee): Tutoring is restricted to the Library's Community Room for a scheduled time period. The Community room may be reserved on a first come, first served basis. Tutors/teachers tutoring nonresidents are charged \$10/day for the use of the Community Room. The Community Room schedule for tutoring will be decided by the Library Director, subject to change for library programs or activities. It is recommended that tutors check the Library's current tutoring schedule.

Tutoring is not permitted at any other time or in any other space in the Library without permission of the Library Director.

Conversations or instruction should not be loud enough to distract other library users.

Tutors may work with ~~a maximum of two~~ only one student at a time. The Library is not to be used as classroom or office space, but as a safe and quiet workspace for students and tutors.

The Community Room and the History Room may be reserved up to two (2) weeks in advance. It is highly recommended that tutors reserve space ahead of time.

Daily usage by a tutor may not exceed a total of two (2) hours.

Tutors are responsible for establishing communication procedures for their students and the student's parents. Library phones may not be used to make or cancel appointments. Library staff cannot take or deliver messages to students, or their parents/tutors.

Tutors and students must bring their own supplies.

Students being tutored are strongly encouraged to obtain a library card.

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.

Students must be under the tutor's supervision at all times. Tutors and their students are required to follow the Library's *Code of Conduct*. It is preferred that a parent, guardian or other responsible person remain in the Library while the student is being tutored. The Library assumes no responsibility for children left unattended.

The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations. Use of the Library rooms is at the discretion of the Library Director or his/her designee.

Approved 11/14/16

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