



## **Tutoring Policy**

3/20/2019

### **Introduction**

The Norfolk Public Library is available to the public for the reading and enjoyment of Library materials and to support the research and educational needs of the community. As part of this educational mission, the Library permits tutoring on the premises in accordance with this policy.

The Library does not sponsor, recommend, or assume liability for the activities of tutors who use available Library space. All arrangements must be made between the tutor, student and parents or guardian. A tutor may instruct a maximum of two students at one time. Tutoring more than two students at a time requires advance written permission from the Library Director.

### **Role of Library Staff**

Library staff will assist tutors and their students as any other patron of the Library. Since Library staff must be available to all people who come into the Library, staff cannot deliver messages, find tutors, nor connect students with their tutors.

### **Tutor and Parental Roles and Responsibilities**

Tutors are responsible for the behavior of their students during tutoring sessions. When a child under 12 years of age is being tutored, it is required the parent or guardian remain in the Library. The Library assumes no responsibility for children left unattended.

Tutors and students must bring their own supplies, such as paper, pens, pencils, and all other ancillary items. Tutors are responsible to check Library hours of operations and program schedules before making appointments with students.

### **Use of Library Space and Facilities**

Library space shall not be used as a classroom or place of business for tutors to work from, but rather as a safe and quiet workspace for students to receive instruction. Tutors may use Library materials in accordance with Library policies. Tutor personal property and materials, and use of space, must not interfere with patron access to Library resources.

Conversations or instruction during tutoring must not be a distraction to other Library users. Library phones may not be used to discuss, schedule or reschedule tutoring sessions. Space cannot be reserved, and no Library patron will be asked to change their location to accommodate a tutoring session.

**Publicity**

Tutors may not publish or distribute communications of any kind advertising the Norfolk Public Library as their place of activity, nor may they imply Library sponsorship or endorsement of their activities.

**Liability**

Tutors agree to indemnify and forever hold harmless the Town of Norfolk, the Library, its employees, agents and assigns, and the Board of Library Trustees from all direct and indirect consequences that may arise from their activities while on Library premises.

**Questions Regarding This Policy**

Questions regarding this policy may be directed to the Library Director.

Adopted 4/16/2014

Revised 4/19/2017

Adopted 4/18/2018

Adopted 3/20/2019