NORFOLK MASSACHUSETTS PUBLIC LIBRARY

Date of Origin: 4/16/2014
Date of Review: 3/16/2026

Tutoring Policy

POLICY: It is the policy of the Norfolk Public Library (NPL) to permit tutoring within its building as part of its commitment to promote and encourage lifelong learning in a welcoming environment.

DEFINITIONS: None

PROCEDURE:

1. Tutors and their students may work at tables in common areas of the library or may choose to work in one of the study rooms. Space in these areas is available on a “first come, first serve” basis; these spaces cannot be reserved in advance. Library patrons will not be asked to change their location to accommodate a tutoring session.

2. In providing a safe and quiet workspace for students to receive instruction as well as a welcoming environment for all other patrons, conversations or instruction during tutoring must not be a distraction to other NPL users.

3. All arrangements for tutoring 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 prior written permission from the Library Director.

4. Tutors and their students may work during those times that the NPL is open to the public. Tutors should therefore check library hours of operation and program schedules before making appointments with students.

5. Tutors may use NPL materials in accordance with its policies. However tutors and students must bring their own supplies, such as paper, pens, pencils, and all other ancillary items. Library phones may not be used to discuss, schedule, or reschedule tutoring sessions.

6. NPL staff will assist tutors and their students as any other patron of the Library. NPL staff however cannot provide additional assistance that would not be provided to other patrons such as delivering messages, finding tutors, or connecting students with their tutors.

7. Tutors, their students, and all patrons must conform their behavior to the requirements of the Safety and Security Policy. The NPL’s practices regarding attending to children are detailed in the Safety and Security Policy.

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

9. The NPL does not sponsor, recommend, or assume liability for the activities of tutors who use available Library space. 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.

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

REFERENCE: None

CANCELLATION: This policy cancels all previous policies, procedures, memorandums, messages, and directives on this subject.

APPLICABILITY: This policy applies to all NPL trustees, staff members, and patrons.