

## Tutor Usage Policy

The Greenwich Free Library is available to the public for the reading and enjoyment of Library materials and to support the research and educational needs of its patrons. As part of this educational purpose, the Library permits tutoring on the premises in accordance with this policy.

Library staff will assist tutors and their students, just as they assist any patron of the Library. However, the Library staff must be available to all people who come into the Library for help and should not be relied upon to deliver messages, or to find a tutor. Library phones may not be used to schedule or reschedule sessions.

Tutors are responsible for the behavior of their student(s) during the session. Children under the age of 18 who are tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent/guardian, or to someone providing authorized transportation.

Library space is not to be used as a classroom or place of business for tutors to work from but as a safe and quiet workspace for students to receive instruction, which instruction requires use of Library materials (i.e., Library books) or equipment (i.e., Library computers).

Tutor belongings or use of space should not interfere with easy access through the Library by other users or interfere with access to collections and Library equipment. The Library offers equal access to our collections and will not allow tutoring situations to infringe on others' use of Library spaces or collections.

Conversations or instructions should not be loud enough to distract other Library users. People may be asked to move to a different location if they are distracting other Library users.

Tables or other Library spaces can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.

Tutors and parents must bring their own supplies, such as paper, pens, pencils, etc. Tutors may use Library materials (i.e. Library books) and equipment (i.e. computers) in accordance with Library policies.

Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or 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 available Library space. All arrangements must be made between the tutor, student and parents.

Should tutors or students not abide by the regulations of this policy, or the Library's Appropriate Use policy, individuals may be asked to leave at the discretion of the Library staff.

*Approved December 18, 2019*