Shelter Rock Public Library
Tutor Policy

The Library is available for the use by members of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy.

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space.

Tutors are expected to follow the Library’s Rules of Behavior in addition to these guidelines:

- Monies cannot be exchanged in the Library.
- Library staff should not be relied upon to deliver messages or to find a student or a tutor.
- Tables can neither be reserved, nor can others be asked to move to accommodate tutoring sessions.
- Quiet study/Conference rooms cannot be used by tutors due to space limitations. Tutors must use tables in the main reading room (Grades 6 and up) or the Children’s Room (Preschool – 5th grade)
- 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. Tutors use of space should not interfere with easy access of the Library by other users.
- Tutors/Students must bring their own supplies.
- Tutors are responsible for the behavior of the student during the session. It is preferred that the parent remain in the Library with a child 10 years of age and under. The Library assumes no responsibility for children left unattended.
- Tutoring sessions must end 15 minutes prior to closing. Tutors must make sure the students have arranged a ride home prior to the Library closing.

Non-compliance with this Policy or the Library’s Rules of Behavior will result in tutors and students being asked to leave the Library.

Adopted: Board of Trustees 10/13/2021