

West Hartford Public Library

POLICY MANUAL

Title: Use of the Library by Private Tutors

Approved by the West Hartford Library Board, March 27, 2017

The West Hartford Public Library supports 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.

Role of Library Staff

Library staff will assist tutors and their students as they would any other patron of the Library. However, library staff cannot deliver messages, find tutors, or 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 that 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 for checking Library hours of operation and program schedules before making appointments with students.
- All tutoring sessions should conclude ten minutes prior to Library closing.

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 and student 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.
- Space cannot be reserved, and no Library patron will be asked to change their location to accommodate a tutoring session.
- Library phones may not be used to discuss, schedule or reschedule tutoring sessions.

Publicity

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