

## **Stickney-Forest View Public Library Tutoring Policy**

**(Adopted by the Stickney-Forest View Board of Trustees 5/28/2014)**

The 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.

Tutors are individuals who provide instruction to others in an effort to assist them in their educational pursuits. Library staff members are not tutors. They will happily provide reference services and instruction in conducting effective research, but they will not engage in any actual tutoring.

Ideally, tutoring in the Library is usually conducted one on one, or in a small group. The Library meeting spaces are not meant to function as classrooms – except in the case of Library sponsored instruction – based programs.

Any fees that are negotiated for tutoring are between the tutor and the one('s) being tutored. The Library is in no way involved in fees charged, nor does it endorse the charging of fees for tutoring within the Library.

Tutoring is allowed in all public spaces of the Library on a first-come-first-served basis as long as it is not disruptive to other patrons and as long as it is in compliance with all other Library policies.

Children eight years of age and under must be accompanied by a parent or guardian at all times while on Library property. The Library recommends that a parent accompany a child who is being tutored for the duration of the session. If no parent or guardian is accompanying a child who is being tutored, it will be assumed that the tutor is acting *in loco parentis* in accordance with a guardian's wishes.

Meeting rooms may be reserved for tutoring in the same way and according to the same policies that they may be reserved for other patron uses. Tutoring will garner no special privilege or priority over other approved uses of Library space.

Library staff will be happy to assist a tutor, just as they would assist any other patron.

The Library will not take on an exceptional burden for a tutor. It is the responsibility of tutors to establish communication with their students, and not to instruct the students or their parents to contact the Library regarding their work. Library staff cannot take or deliver messages to students or their tutors. Library phones cannot be used to make or cancel appointments.

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space. Tutors may not publish or distribute advertisement or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

Tutoring in accordance with this policy is allowed in open study and reading areas if such activity does not disturb staff or Library users. Tutors and their students must comply with all rules, guidelines and procedures governing behavior in the Library.

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

The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.

Pursuant to the Library's behavior policy, tutors may not solicit Library patrons in the Library.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board. The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student and parents.