

## TUTORING POLICY

The Merrick Public Library welcomes tutors and students. The Library recognizes the benefit to the students and parents of the community of permitting tutoring within the Library, however, the Library must manage its limited space and resources in a way that best serves the needs of all users. These guidelines are intended to provide a balance between the use of the Library by tutors and their students, and the use of the Library by other members of the community. To accommodate the needs of all library patrons, the Board of Library Trustees endorses the following policy:

- The library's public areas are open to all users. Tutors may also use most public areas while in session with their students.
- Tutors and students must be conscious of and not be disruptive to other library patrons. Tutors are responsible for the behavior of the student being tutored.
- Tutors and students must bring their own supplies. Tutors and their students are free to use other library materials such as books, Wi-Fi, and computers, just as other patrons use them.
- All arrangements are made strictly between the tutor and parent. No messages may be conveyed through library staff.
- The library is not responsible for unattended children. The Merrick Public Library Child Safety Policy will be strictly enforced.
- Students and tutors must follow all rules and policies of the Library including the Patron Behavior Policy.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space. Advertising that tutor services occur at the library is strictly prohibited.
- The Library reserves the right to restrict or ban tutoring at any time without prior notice if space resources are monopolized or if such activities interfere with the use of the Library by others.
- 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.
- It is the tutor's responsibility to check the Library's hours of operations and program schedules before making appointments with students.
- Tutors may not reserve tables or other Library spaces, nor may they ask others to move to accommodate a tutoring session.
- The Library will not take or receive payment on behalf of students or tutors.
- 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 closes promptly at stated times and tutoring sessions must end ten minutes before the stated closing time to allow the library to close as scheduled.

The Merrick Public Library Board of Trustees reserves the right to amend this policy from time to time.

Approved by the Board of Trustees on April 3, 2024