



## TUTORING POLICY

March 2020

The Riverside Public Library is available to the public for reading, the enjoyment of library materials and to support the research and educational needs of patrons. As part of this educational purpose, 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 Library space. Tutors may not publish or distribute advertisements or letters identifying the Riverside Public Library as their place of doing business or imply Library sponsorship of their activities. All tutors must complete and sign a registration form acknowledging receipt of the *Tutoring Policy*, before any tutoring can be done on Library. The registration form will be kept on file by the Library for one year.

All tutoring must take place on the lower level of the Library. During after school hours M-F (August – end of regular school year), the Public Meeting Room is the designated location for all tutoring. The Public Meeting Room is not available for use by tutors on weekends during the school year and during the summer. If the Public Meeting Room is reserved for a library program, tutors may use other areas on the lower level designated by Library staff. Library program space needs always take precedence over tutoring activities.

Tutors and their students must comply with all rules, guidelines and procedures governing behavior in the Library. Tutors are required to observe the following:

- Tutoring sessions must be kept as quiet as possible.
- Group tutoring of more than 2 students is not allowed.
- Tables and chairs are available on a first come, first served basis. In the Public Meeting Room, each tutor will be responsible for setting up and taking down the table used. Tables cannot be reserved for tutoring.
- Tutors are responsible for the behavior of the students being tutored during the tutoring session. (*Use of Library Facilities: Exclusion of Patrons for Inappropriate Behavior Policy*).
- The Library will not provide any supplies to tutors or their clients.
- Photocopying is available for 10 cents a page.
- Library phones are not available for use for incoming or outgoing calls. Responsible cell phone use is permitted in the library.
- Library staff cannot watch personal belongings of patrons.
- Covered drinks are allowed in the Library but no food or snacks are allowed in the Library.
- Library staff is happy to assist tutor teams, just as they assist any patron of the Library. However, the Library staff must be available to all people who come to the Library for help.
- Access to the computers for tutors and their students will be on the same basis as any library patrons and must conform to the Library's *Acceptable Use Policy*.
- If a child being tutored is under the age of 7, the tutor is responsible for the child until that responsibility is passed on to the designated caregiver.
- The Riverside Public Library is not responsible for children or youth left unattended. (*Unattended Child Policy*)

Failure to follow the guidelines of the Tutoring Policy can result in a tutor being asked to leave the Library.

Approved by the Riverside Public Library Board of Trustees August 12, 2014

Reviewed and Approved by the Riverside Public Library Board of Trustees August 8, 2017

Reviewed and Approved by the Riverside Public Library Board of Trustees March 10, 2020