

## **Dover Plains Library Tutoring Policy**

To ensure the Library premises are available for use by its patrons in furthering their educational needs, the Library permits private tutoring, on a paid or volunteer basis. However, due to our limited space, certain restrictions do apply.

- 1) The Library does not provide public space for individuals to conduct private business, specifically the use of the facility to deliver paid services to clients. While paid tutoring is considered a private business, in support of the community's educational needs there will be one table available for paid or volunteer tutors to reserve during the school week. A reservation to use this space between the hours of 12:30PM and 7:30PM, Monday thru Friday, must be made through the Circulation Desk. Paid tutoring is not permitted at any other time the Library is open or in any other space in the Library. Paid tutors who violate this policy could have library privileges suspended for tutoring. Volunteer tutors can use the Library during any of our open hours. Any time used by volunteer tutors beyond the time signed up at the reserved table is on a first come first serve basis and we cannot guarantee a table will be available. If all tables are taken, volunteer tutors are not to ask other patrons to leave a table for their use and such behavior could result in suspended library privileges for tutoring.
- 2) Individual paid or volunteer tutors may not sign up to use the reserved table for more than 8 hours total during one week, a week consisting of Monday thru Friday. The 8 hours may be utilized any way they wish in half hour increments (ex: 2 days for 4 hours; 4 days for 2 hours; etc.), but advanced sign up is not to exceed the 8 hours. Sign up sheets to reserve the table will be available during the last week of each month for the following month, with time slots available in half hour increments. At that time, tutors can sign up for the maximum 8 hours a week for the entire month. Sign up is on a first come first serve basis and must be done each month. Time signed up during one month does not automatically carry over to reserved time for another month. The 8 hour a week maximum is in effect regardless of how many days the Library is open in a week. If the Library is closed due to unexpected circumstances, any time signed up for that day is still considered part of the 8 maximum hours and cannot be made up another day. Tutors will not be notified individually if the Library is closed or is closing early and it is their own responsibility to check Library messages.
- 3) If at any time the Library Director feels the 8 hours a week is excessive for the amount of paid and volunteer tutors requesting time, this policy can be amended

by the Library Board and the maximum time can be cut back to what the Library Board feels is more suitable.

- 4) While the Library allows for paid tutors to utilize the space on a limited basis, they shall not solicit patrons in the Library or hang any advertisements for their services in the Library. They shall not distribute advertisements or letters indicating that the Dover Plains Library is their place of business and can only offer the facility information as a meeting place directly to their students. This does not apply to volunteer tutors.
- 5) Paid or volunteer tutors should not expect to use the library's telephone to make calls or take messages from clients. The tutor is responsible for establishing communication protocols for their students and parents. Library staff will not make or cancel appointments between students and tutors nor relay messages on their behalf. Library staff is not responsible for any calls made not following this policy.
- 6) Conversations or instruction should not be loud enough to distract other library users. The Library is not to be used as a classroom or office space but as a quiet and safe workspace for students to receive instruction. Tutors and students must bring their own supplies. Tutors and students are expected to abide by the Library's Patron Code of Conduct and Unattended Children's Policies. Children under the age of 18 being tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent/guardian, or someone providing authorized transportation.

Approved by the Library Board of Trustees on April 2, 2014 to go into effect July 1, 2014

### **Addendum to the Tutoring Policy:**

Tutors being paid by the Dover School District to work with suspended children and teens may utilize a second table in the library. However, that student is considered to be in the care of the tutor and is not permitted to remain in the library if the tutor is no longer in the library.

Tutoring may take place starting at 10AM until 7:30PM.