



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

Policy 3.7

Revised: 9/19/05

Revised: 7/17/06

Revised: 2/23/09

USE OF THE LIBRARY BY TUTORS

Need for this Policy:

The Library premises are available for patron use to meet their needs in accessing information and for use of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy.

A policy is required in order to maintain an atmosphere in which all patrons may use the Library without being disturbed by those engaged in teaching activities.

Policy:

Tutor groups will be limited to a maximum of 2 students per tutor per session. The use of the Library space is not to be used as a classroom or office for tutors to work from, but as a safe and quiet workspace for students to receive instruction.

Two study rooms are available for tutors. Preference for the ESL/Literacy Room will be given to those students and tutors engaged in ESL and literacy activities.

Whenever possible tutoring should be conducted in rooms designated for the purpose. When the rooms are in use, students and tutors may work in other areas of the Library so long as Policy 3.1 (Rules of Conduct for Library Users) is upheld.

Students must be under their tutor's supervision at all times.

Responsibilities:

It is the responsibility of the Director to issue detailed procedures for the use of the Library by tutors and to ensure adherence to this policy.

Approved: 2/15/2001