

## *Lyons Public Library Tutoring Policy*

### **Mission Statement**

Lyons Public Library strives to inform, educate, entertain, and provide resources to the local community to understand the global experience.

As part of its mission, the Lyons Public Library permits tutoring on the premises in accordance with Library policies. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space, and reserves the right to deny tutoring on the premises for failure to adhere to Library policies.

Tutors are individuals who provide instruction to others either on a paid or volunteer basis. Tutors can be Literacy Volunteer tutors or other individuals who are providing instruction for students who need extra help to pass a class or students suspended from school.

### **Guidelines and Procedures**

Tutors and students must follow the Library's Code of Conduct Policy. A copy will be given to the student and tutor at the earliest opportunity. The Library staff will enforce the Code of Conduct accordingly and individuals may be asked to leave the Library.

All arrangements for tutoring must be made between the tutor, student, parents, Wayne Finger Lakes BOCES, the school district or Literacy Volunteers.

Tutors are responsible for the behavior of their students. Students must be under the tutor's supervision at all times. 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 phones may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students, except to notify students or tutors that the other party tutor will be late or absent.

Tutors and students must bring their own supplies. If needed, some basic items may be borrowed from the Library. Tutors may use Library materials (i.e. library books, computers, etc.) in accordance with library policies.

Tutoring sessions will be limited to a maximum of two students per tutor at any given time.

To accommodate patrons and library staff, tutoring may be done at the large tables in the Adult Fiction area or in the Quiet Study area. The Community Room and Local History Room are only to be used for testing purposes. Tutoring is not allowed in the Children's area. Although the Library strives to make tutoring space available as needed, Library programs and maintenance requirements take precedence.

Patrons that have been suspended from the Library are not permitted on the premises for tutoring. Library Staff are responsible for communicating with tutors about the length of the suspension.

Tutoring sessions must be kept as quiet as possible so as not to disturb other library patrons or staff. Students should use headphones for computer coursework when applicable.

Adopted – 7/23/2019

Board of Trustees, Lyons Public Library