

# **Town of Clayton Policy & Procedure Statement**

	
Policy Number	LIBRARY 2024-05
Department	Library
Subject	Tutor Policy
Approved By	Town Council
Effective Date	May 6, 2024; Resolution #2024-40
Revision Date(s)	

## **Policy:**

This policy shall remain in effect until such time as amended by the Town Council

### **Tutor Policy**

The Hocutt-Ellington Memorial Library (“the Library”) premises are available for the use of members of the public to meet their needs in accessing information and enjoying library materials and equipment. As part of its educational mission to be a welcoming space for building community and connecting people to ideas and resources, 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. All arrangements must be made between the tutor, student and parents.

### **Tutoring Guidelines and Procedures**

- Tutoring sessions must not disturb other library patrons or library staff. The Rules and Regulations for Conduct in the Library policy applies to all tutor teams.
- Tutoring sessions will be limited to a maximum of two students per tutor at any given time.
- Library staff members are happy to assist tutor teams, just as they assist any other patrons.
- Tutors are responsible for establishing communication procedures for their students and the student’s parents. Library phones may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students.
- Children under the age of ten must be under the direct supervision of the tutor until they are released to a parent or a designated responsible adult.
- No exchange of money may take place between student and tutor in the Library.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.