

**ST. JOSEPH/MAUD PRESTON PALENSKE MEMORIAL LIBRARY
TUTOR POLICY**

The St. Joseph/Maud Preston Palenske Memorial Library's mission statement is "Creatively serving the community with diverse resources and learning opportunities." The Library strives to meet the informational and educational needs of our community and recognizes the need for neutral venues for tutoring in the community. As such, the library permits tutoring on the premises in accordance with the library's written policies. 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.

Guidelines:

- The Library "Rules of Conduct" apply to all library users
- Students under the age of 8 may not be left unattended by the tutor inside or outside the library building. It is preferred that the parent remain in the Library while the child is being tutored. The Library and Library staff assume no responsibility for children left unattended.
- 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 and cell phone use is restricted to designated areas within the library. Library staff will not relay messages to tutors or students.
- Tutors and students must bring their own supplies.
- Tutoring sessions need to be completed 15 minutes before closing.
- We have a limited amount of space for everybody to share. The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations and/or programs. The Library Director may approve use of meeting room space on a case by case basis. Library staff may direct tutors to utilize the following spaces within the library for tutoring activities:
 - **Upstairs**
 - The gallery table near the Norris Room
 - The round table by the grandfather clock and/or the first table near the upstairs Circulation Desk
 - **Downstairs**
 - The "Harry Potter" area near the front stairs and the auditorium
 - The coffee bar area near the elevator and back stairs
 - Tables near the back wall of the Children's Room

Prohibitions:

The following uses are expressly prohibited in Library space: buying, selling, advertising, or trading products or services (other than the educational services of a paid tutor) for cash or other consideration, except in support of the Library.

The Library Director shall be the exclusive interpreter of what constitutes an acceptable use.

Approved by the St. Joseph/Maud Preston Palenske Memorial Library Board of Trustees at their regular meeting held on July 28, 2015