



Bridgeville Public Library Tutor Policy

Introduction

To advance its mission as a center for lifelong learning, Bridgeville Public Library (BPL) allows tutors, both volunteer and professional, to use certain spaces in the Library to conduct their sessions.

Guidelines

1. Tutors may provide instruction for a maximum of two students per tutor, per session. If a tutor wishes to instruct more than two students at once, they may ask about renting the meeting room.
2. The Library may not be used as a classroom or office space, but as a safe, quiet workspace for students and tutors. Tutor belongings and use of space should not interfere with easy access through the library by other users or interfere with access to collections and library equipment.
3. Tables in the back of the library, excluding those in the adult fiction and children's area, may be used for tutoring. The library reserves the right to limit or change the areas in which tutoring may occur.
4. Tables or other library spaces can neither be reserved, nor can other library patrons be asked to move to accommodate a tutoring session.
5. Library furniture shall not be moved from where it is placed by library staff.
6. Tutors and students are subject to the Library's Behavior Policy and Internet Use Policy. Tutors are responsible for the conduct of their students during the session. Children under the age of 18 who are tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent/guardian, or to someone providing authorized transportation.
7. Library staff will be available to assist tutors and their students, just as they assist any patron of the Library. However, the Library staff must be available to all people who come into the Library for help.
8. Any fees that are negotiated for tutoring are between the tutor and the parent/guardian or student. All arrangements and payments must be made off Library property.

9. Conferences with parents must be carried out at a conversational tone and kept out of high-traffic areas such as the foyer or in front of the Circulation Desk.
10. Tutors and students must bring their own supplies.
11. Library staff cannot relay messages and materials between students, tutors, and parents/guardians.
12. Library phones may not be used to schedule or reschedule sessions.
13. Tutors may not publish or distribute advertisements or letters indicating the Library as their place of business or otherwise imply Library sponsorship or endorsement of their activities. The Library does not assume liability or responsibility for the work and/or activities of the tutors who use available library space.
14. Should tutors or students not abide by the regulations of this policy, individuals may be asked to leave at the discretion of the library staff. In addition to the regulations contained in this policy, all regulations in the Library's Behavior Policy, Unattended Child Policy, Internet Use Policy, and Solicitation and Literature Distribution Policy apply.