

SCHOOL TUTOR POLICY

The Library District permits private tutoring on its premises as part of its mission. Either the student or the tutor must be a resident of the City or Town of Poughkeepsie. Both tutors and students are required to abide by all Library District policies. Failure to do so may result in the loss of tutoring privileges for the tutor and/or the student.

The Library District 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 student, the tutor, and the parent. This is distinctly different from any public tutor program sponsored by the Library District.

All students and tutors must adhere to the Tutoring Guidelines, the Code of Conduct for Patrons, and the Public Computer Use Policy and Guidelines of the Library District.

Tutors may not solicit patrons or promote their services while in the library.

The Library District reserves the right to limit tutoring sessions if space resources are exhausted or activities interfere with Library District operations.

The Poughkeepsie Public Library District is not an agent of any public or private school or school district and accordingly grants no special privileges to those tutors or students.

TUTORING GUIDELINES

Tutors are required to observe the following guidelines when tutoring in the Library District. Failure to comply may result in loss of tutoring privileges in the library. Tutors are responsible for the behavior of their students during the sessions. Tutors and students must observe the Library District's Code of Conduct.

Tutoring for students up to and including grade 6 takes place in the Children's Room.

- Tutors may work one-on-one with students for up to one hour; additional time may be given at the discretion of the Head of Youth Services or their designee.
- Tables are first come, first served.
- Tutors may not leave a student under age 12 alone in the library.

Tutoring for students grade 7 and older takes place at mutually agreeable location, except for the Children's Room.

- Space is first come, first served, with no reservations.
- Tutors/students may not move furniture.
- Tutors must vacate their spot at the end of each session with their student.
- Tutoring sessions of three pupils or more is not permitted.

Tutors and students must bring their own supplies and equipment. The Library District is not to be used as a classroom or office space, but as a safe and quiet space for students to receive instruction.

Tutors are responsible for communications with students, parents, and/or the school district. Staff will not relay messages; nor is the use of library telephones permitted other than in an emergency.

Tutoring sessions must be as quiet as possible so as not to disturb other patrons or staff.

Use of public computers must comply with all Library District guidelines and procedures. A library card is required for their use.

The Library Director will report any problems created by tutors or their students to the school district or school providing the tutoring.

The Library District reserves the right to further restrict tutoring or to change this policy without prior notice in the event that this service unduly interferes with the regular use of the Library.