

Amityville Public Library
Tutoring and Group Study Policy

Introduction

The Amityville Public Library is available to the public for the reading and enjoyment of Library materials and to support the informational and life-long learning needs of the community. In recognition of its mission, the Library permits tutoring and group study on the premises in accordance with this policy.

Definition

Tutors are individuals who provide instruction to others in an effort to assist them in their educational pursuits. Ideally, tutoring in the Library is conducted one on one, or in a small group. A small group cannot exceed five (5) people at a table, including the tutor and/or group leader.

The Library does not sponsor, recommend, endorse or assume liability for the activities of tutors or groups who use available Library space. All arrangements must be made between the tutor, student and parent(s)/guardian(s).

Use of Library Space and Facilities

Library space shall not be used as a classroom or place of business for tutors to work from, but rather as a safe and quiet workspace for students to receive instruction. Due to space constraints, tutoring/group study will not be permitted in the Children's Department of the Amityville Public Library except for special circumstances noted below. The Main Reading room of the Adult Services Department may be available for use for tutoring or group study on a first-come, first-served basis.

In cases where a child is in 3rd grade or younger, or too small to fit comfortably or safely at an adult size table, or where the session is due to a school or state-mandated intervention the Librarian on duty in the Children's Department may allow a session to take place in the Children's Room. This will be on an individual basis for each occasion and determined by the activity(ies) taking place in the Children's Room at the time.

The Library reserves the right to limit tutoring and group study activities when space resources are limited. For example, tutor(s) and their student(s) or a group study may be required to share table space or cease their sessions. Preference in utilizing Library space for purposes of tutoring will be given to a tutor/student group where the student is an Amityville Public Library

cardholder. Discretion in limiting tutoring and group study sessions rests with the Librarian on duty.

Conversations or instruction during tutoring must not be a distraction to other Library users. Library phones may not be used to discuss, schedule or reschedule tutoring sessions. Space cannot be reserved, and no Library patron will be asked to change their location to accommodate a tutoring session.

Tutors and group study groups may not move furniture including chairs and tables to accommodate their session. For example, additional chairs may not be added to a table, nor can tables be pushed together.

The Library community room is primarily for Library programs or community meetings by non-profit groups by reservation. The community room is not available for tutoring or group study sessions.

Access to the public computers for tutors and their students is via the Library's public computer reservation system.

The use of the Library for tutoring or instruction of students suspended from their school is not permitted. In those cases, arrangement is best made through the school.

Role of Library Staff

Library staff will assist tutors and their students as any other patron of the Library. Since Library staff must be available to all people who come into the Library, staff cannot deliver messages, find tutors nor connect students with their tutors nor can they watch personal belongings.

The Library cannot make photocopies for a tutor, student or parent, (See Fees for Printing, Photocopying and Faxing Policy). The Library does not provide supplies such as paper, pens, pencils, folders, envelopes, and other ancillary supplies.

Tutor and Parental Responsibilities

Tutors are responsible for the behavior of their students during tutoring sessions. When a tutoring session is completed it is the tutor's responsibility to ensure that the child is not left unattended as per the Library's Unattended Children Policy. Tutors working with students at the end of the day are asked to leave the Library 10 minutes before closing time. Tutors, students and group study participants are required to follow Library policy.

Tutors and students must bring their own supplies, such as paper, pens, pencils, and all other ancillary items. Tutors may use Library materials (i.e. library books) in accordance with Library

policies. Tutors are responsible to check Library hours of operations and program schedules before making appointment with students.

Publicity

Tutors may not publish or distribute communications of any kind advertising the Amityville Public Library as their place of activity, nor may they imply Library sponsorship or endorsement of their activities.

Library sponsored programs

This policy may be waived when the tutoring session(s) is/are part of a Library sponsored program.

Liability

Tutors agree to indemnify and forever hold harmless the Amityville Public Library, its employs, agents and assigns, and the Board of Trustees from all direct and indirect consequences that may arise from their activities while on Library premises.

Adopted October 15, 2015