



**Shelby Township Library**

## **Shelby Township Library Tutor Policy**

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### **Policy Statement**

To ensure that the Library premises are available for the use of members of the public to meet their needs in accessing information, recreation and education, the library allows tutoring that conforms to the following regulations.

### **Regulations**

- Tutors are individuals who provide instruction to others either on a paid or volunteer basis. Tutors shall work with a maximum of three (3) students per session. The Library is not to be used as classroom or office space, but as a safe and quiet workspace for students to receive instruction.
- 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.
- 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.
- Tutors may not publish or distribute advertisement or letters identifying the Library as their place of business or imply Library sponsorship of their activities.
- Tutoring is not allowed in the Children's section of the Library.
- Tutors and students are expected to abide by the Library's Patron Code of Conduct.
- Parents are strongly encouraged to remain in the Library while their child is tutored.
- The Library conference room is restricted to not for profit use, therefore only volunteer tutors may use that space

***Approved by Library Advisory Commission 12/15/15***

***Adopted by Board of Trustees 02/2017***