

# **Tutoring Policy**

## **Clarence Public Library**

The Clarence Public Library is available to all residents of Erie County and, as part of its mission to provide opportunities for learning and to support the educational needs of its patrons, the library welcomes tutors and students. The Clarence Public Library permits tutoring within the library in accordance with the following policy, which is intended to provide a balance between use of the library by tutors and their students and use of the library by other members of our community.

- All tutors must sign in on the clipboard at the circulation desk.
- All tutoring sessions must be kept as quiet as possible. Conversations or instruction should not be loud enough to distract other library users. The Clarence Library Board of Trustees Rules of Conduct Policy applies.
- Tutoring is not permitted in the library's *Quiet Zone*.
- Tables and chairs are available on a first come, first served basis. Tables cannot be reserved for tutoring.
- Certain areas may not be available if they are needed for library programs or events.
- In accordance with Clarence Public Library Meeting Room Policy, the Clarence Library's meeting rooms are not available for tutor sessions.
- The Clarence Public Library does not sponsor, recommend, promote or assume liability or responsibility for the work of tutors who use library space.
- Library space is to be used as a safe and quiet work space for students to receive instruction. Tutors may not advertise that the Clarence Public Library is their place for doing business or imply any type of sponsorship of their activities at the library.
- Access to the library's computers for tutors and their students must be in compliance with the Buffalo and Erie County Public Library's *Internet Safety and Acceptable Use Policy*. Consistent with Buffalo & Erie County Public Library System's Circulation policy, written parental permission for Internet access using Library equipment is required for individuals under the age of 17.
- During the tutor session, tutors are responsible for the behavior of their student(s) who are under the age of 17, until they are released to a parent/guardian or to an adult providing authorized transportation.

Should tutors, students or parents not abide by the regulations of this or any of the policies mentioned above, individuals may be asked to move to another area or to leave the library at the discretion of the Director or designee.