

TUTORING AT THE LIBRARY

In order to provide a safe and open environment where community students may receive tutoring, the Library permits the use of designated portions of the Library for regularly organized and scheduled tutoring services. This privilege, however, places the obligation on the tutor to abide by the procedures and restrictions set forth below. Beginning September 2, 2025, tutors wishing to utilize the Library must register with the reference desk. Registration is valid from September 1 to August 31.

1. Tutors are individuals who provide instruction to others either on a paid or volunteer basis. Tutors shall work with a maximum of one (1) student per tutor 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 to be successful.
2. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space. All arrangements must be made between the tutor, student, and parent/guardian. Money cannot be exchanged at the library.
3. Tutoring is only allowed in designated areas, indicated on the attached map and may not be conducted using the other seating areas or open floor spaces. The designated tutoring areas will be available on a first-come, first-served basis. Reservations cannot be made nor will library patrons be asked to move to accommodate a tutoring session. Availability of a designated tutoring area is not guaranteed, and tutors are encouraged to have an alternate location identified for times that the Library has reached capacity.
 - a. One private study room is available on a first-come, first-served basis, per the library's Room Use Policy.
 - b. The Community Room cannot be reserved for tutoring. In the event the room is vacant, the librarian in charge may allow up to four (4) pairs of tutor/student to use the space for an amount of time designated by the librarian, up to one hour. The Library reserves the right to revoke use of the Community Room at any time.
4. Tutors and their students are required to follow the Library's Code of Conduct. The Library reserves the right to ask tutoring or study groups that become too loud or disruptive to leave the library.

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5. Students must be under the tutor's supervision at all times during the tutoring session. The tutor is responsible for the student's behavior at such time. Pick up of a student is the responsibility of the parent/guardian in consultation with the tutor.
6. It is the responsibility of tutors to establish communication with their students, and not instruct the students or their parent/guardian to contact the Library regarding their work. The Library cannot take or deliver messages to students or their tutors.
7. Conversations and instruction between tutor and student should not disrupt, distract, or otherwise interfere with other patrons' use of the Library.
8. Tutors and students must provide their own supplies.
9. Tutoring sessions must end 15 minutes prior to closing.

Tutoring Agreement:

I _____, Tutor, have received the Library's tutoring procedures, the map indicating where tutoring can take place, and a copy of the Library's code of conduct.

I agree to abide by these and all other Library Policies. I understand that failure to abide by these may result in the loss of privileges to tutor at the Voorheesville Public Library.

Signature

Date

Valid from September 2, 2025 – August 31, 2026

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