

OSSINING PUBLIC LIBRARY TUTORING POLICY

The Ossining Public Library is a public non-profit institution supported by the taxpayers of the Ossining Union Free School District. Its primary function is to house the resources and to provide space for delivering the services offered by the library.

In light of its educational mission, the Library permits tutoring, on either a paid or volunteer basis, in accordance with the guidelines provided below. The library does not allow tutoring on the premises if the tutor is working for a commercial tutoring company.

- All tutors must register their names, addresses, emergency contact information and any affiliation with the Library strictly for identification purposes.
- Tutors may not publish or distribute advertising or letters identifying the Library as their place of doing business or imply Library sponsorship or endorsement of their professional activities. Pursuant to the Library's Code of Conduct, tutors may not solicit Library patrons in the Library.
- The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the student/parent and the tutor. The tutor is responsible for establishing communication protocols for their students and their parents. The Library staff is not responsible for making or canceling tutoring session nor taking or relaying messages for tutors.
- Tutors may provide instruction for a maximum of two (three?) students per tutor, per session. The Library may not be used as a classroom or office space, but as a safe, quiet workspace for students and tutors.
- There is no designated space in the Library for tutoring, nor may any space be reserved for tutoring. Tutors may use any public space in the Library including meeting rooms if they are not being used. Tutors should always check with a librarian prior to using a meeting room.
- Tutors and students must bring their own supplies.

- Students being tutored are strongly encouraged to obtain a library card.
- Tutors and students are subject to all the Library's Rules of Conduct and Internet Use Policy. The tutor shall be responsible for the students' compliance to library rules.
- It is preferred that a parent, guardian or other responsible person remain in the Library while the student is being tutored. The Library assumes no responsibility for children left unattended.

Second Reading and Approval by Board of Trustees: February 24, 2014