



## ***Tutoring Policy***

Tutoring is an activity that relates to the Library's role as an educational support center. Library staff are happy to assist tutors and their students as they would any patron of the library. However, use of the Chili Public Library's space for this activity is limited and is therefore subject to availability. The following guidelines are to be observed.

1. The library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.
2. Children under 18 years of age who are tutored in the library are the responsibility of the tutor while on library property until released to a parent or legal guardian.
3. Noise should be held to a reasonable level.
4. Tutors and students must provide their own supplies.
5. Library telephones may not be used to make or cancel appointments.
6. The library does not serve as an intermediary between students and tutors.
7. Those who are being tutored in the Chili Public Library are encouraged to have a valid library card.

### Using the Library's Conference Room for tutoring

An additional purpose of the Conference Room is to provide a quiet space within the library when it is not reserved for library programs.

- The Conference Room may be reserved by nonprofit tutoring services (Literacy Volunteers, etc.) no more than once a month.
- Otherwise both nonprofit and for profit tutors, may use the Conference Room without reservation for up to two hours daily on a first come first served basis.
- Reference staff will monitor Conference Room's use.