

## Tutoring Policy

*As part of the Cutchogue New Suffolk Free Library's educational mission, the Library permits tutoring on the premises in accordance with the Library's written policy. The Library's facilities are available as part of its service to the community, and tutoring will be supported unless it interferes with the use of the Library by other community members.*

1. Tutors are individuals who provide instruction to others either on a paid or volunteer basis. 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 or guardians.
2. Tutoring is permitted in the Children's Room or the Gallery for one to three students on a first-come, first-served basis and does not require advance reservation. Additional space may be reserved in the meeting rooms for tutoring of larger groups or students requiring more individualized attention. Areas appropriate for larger groups may not be available without advance reservation if being used by others or needed for Library programs or activities.
3. Tutors may reserve the Library meeting spaces by filling out the ***Application and Agreement for Use of Meeting Space***.
4. Students must be under the tutor's supervision at all times. Tutors and their students are required to follow the ***Library's Patron Conduct Policy*** and its ***Computer and Internet Acceptable Use Policy*** if the Library's computers are being used. The Library reserves the right to ask tutoring or study groups that become too loud or disruptive to move to another area of the Library or to leave the Library. At the end of a tutoring session, tutors are required to remain in the Library with a student under the age of nine until a parent, guardian, or responsible person picks up the student. The Library assumes no responsibility for students under the age of nine left unattended.
5. Tutors are expected to provide telephone numbers and/or email addresses to their students so that they can communicate with each other directly. The Library staff cannot take or deliver messages to students or their tutors and the Library staff will not engage in conversations with the students, their parents or guardians regarding the instruction they are receiving from the tutor.
6. The Library does not provide supplies, such as paper, pens, pencils, etc. Tutors and students are expected to bring their own materials. Tutors and students may use Library materials (i.e. library books) in accordance with library policies.