October 18, 2023

Tutoring Policy

To ensure that the Library premises are available for use by its patrons in furthering their educational needs, the Library permits tutoring, on a paid or volunteer basis. Study Room reservations will be permitted for tutoring students K-12 and for literacy activities. The Director has final discretion as to whether the tutor is reserving excessive time to the detriment of others who may wish to reserve a study room.

There is no limitation to individual tutoring in other areas of the library without a reservation subject to the Patron Code of Conduct and this policy. Conversations or instruction should not be loud enough to distract other library users. The Library is not to be used as a classroom or office space but as a quiet and safe workspace for students to receive instruction. Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

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 and the tutor. The tutor is responsible for establishing communication protocols for their students and their parents. Library staff will not make or cancel appointments between students and tutors nor relay messages on their behalf. Tutors and students must bring their own supplies.

Tutoring sessions should end 15 minutes prior to the Library closing. Please refer to our Unattended Children Policy.

Tutors and students are expected to abide by the Library's Patron Code of Conduct, Unattended Child, and Computer and Internet Policies. Children under the age of 14 who are tutored in the Library are the responsibility of the tutor while on library property until they are released to parent or guardian or someone providing authorized transportation.

Those who tutor, and those who are being tutored, in the New Hartford Public Library are strongly encouraged to obtain a valid Library card to further enhance the tutoring experience. A library card will enable access to the supportive education materials, inter library loan service, and technology the library offers.

Approved: 10/18/23