

TUTORING POLICY

The Islip Public Library is the community's favored place to meet, to learn and to discover. On a daily basis, the Library connects people to each other and to the world. As part of our mission to support the educational, informational and leisure activities of our patrons, tutoring will be supported on the premises in accordance with this policy.

1. Tutors are individuals who provide instruction to or conduct discussions for others either on a paid or volunteer basis. Only those volunteer tutors working through the non-profit agency, Literacy Volunteers, may request a private meeting space to work with a student. There will be no other exceptions to this policy.
2. Children under the age of 18 years of age who are tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent/guardian. The Library's *Safe Children Policy* mandates that students under the age of 13 be attended by a parent, guardian, or caregiver 16 years of age or older while in the Library. Parents of children receiving tutoring are strongly encouraged to remain in the Library during tutoring sessions.
3. Tutors shall work with a maximum of two (2) students per session per table. The maximum may be reduced at the discretion of the Library Director during infectious disease outbreaks or during times of public emergencies. The Library is not to be used as classroom or office space, but as a safe and quiet workspace for students to receive instruction in order to be academically successful.
4. Tutoring is not allowed in the following areas: the quiet study room, the Teen Room, the café, the local history room, the magazine area, and the picture book room. The Children's Room is available for tutors with students within grades 1 through 6. Other public space in the Library will be available for use by tutors on a first come, first-served basis. Areas appropriate for group study and tutors may not be available if being used by others or needed for Library programs or activities. Reservations cannot be made for specific areas and there is no exclusive use of areas in the Library.

5. Tutors and their students are required to follow the Library's *Rules of Conduct Policy*.
6. The Library may limit tutoring sessions or prohibit tutoring altogether during infectious disease outbreaks or other public emergencies that warrant limiting the number of patrons in the building at one time, and/or when social distancing measures are placed in effect by local, regional or State directive.
7. The Director or his/her designee shall have the right to terminate any tutoring session that violates any portion of this *Policy* or the *Library's Rules of Conduct Policy*.
8. The Library reserves the right to ask tutoring or study groups that become too loud or disruptive to leave the Library.
9. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space. Tutors may not distribute or disseminate advertisements, letters, fliers or business cards identifying the Library as their place of doing business or implying Library sponsorship of their activities.
10. Tutors may not solicit on Library premises.
11. It is the responsibility of tutors to establish communication with their students, and not to instruct the students or their parents to contact the Library regarding their work. The Library staff cannot take or deliver messages to students or their tutors.
12. Tutors working with students at the end of the Library day are asked to leave the Library fifteen minutes before closing time.
13. No money may be exchanged in the Library for tutoring services.
14. The Library reserves the right to require both tutors and students to sign in as well as to require the tutor to display a picture ID for identification purposes.