

Policy 490

Tutoring Policy

Purpose of the Policy

As part of its mission to promote lifelong learning, Sugar Grove Public Library strives to provide a safe place for students to receive one-on-one instruction in a quiet, welcoming environment and welcomes tutors and students during normal hours of operation.

To accommodate the needs of all library patrons, the Board of Library Trustees endorses the following policy:

Tutoring Locations:

- Tutors may request a study room, in accordance with the Library's [Meeting Room Policy](#), which outlines that requests can't be submitted longer than 7 days in advance, are not guaranteed, and that precedence will be given to SGPLD cardholders.
- Tutoring must not be conducted in the Teen Zone unless it is peer tutoring. The Teen Zone is for students in grades 6-12 only and excludes tutors who are adults.
- The Library shall not be used as a classroom or a tutor's place of business, but as a safe and quiet space to receive instruction. No exchange of money may take place between student and tutor onsite in the Library.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space, and reserves the right to deny tutoring on the premises for failure to adhere to Library policies.
- 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.

Considerations

- The Library reserves the right to limit tutoring to accommodate library activities or if tutoring interferes with Library operations.
- Tutoring sessions will be limited to a maximum of two students per tutor at any given time.
- It is the responsibility of the tutor and the student to make all arrangements prior to arrival at the Library. It is the tutor's responsibility to locate their student if they are not at the designated tutor area.
- In accordance with the Library's [Unattended Children Policy](#), children ages eight and younger must be under the direct supervision of their adult tutor on Library property until they are released to a parent or a designated responsible adult.
- Tutors are responsible for the behavior of their students. Students and tutors must follow all rules and policies, including the Library's [Patron Code of Conduct](#), to prevent disrupting other library patrons.