

KIMBALL PUBLIC LIBRARY

Tutoring Policy

The Library premises are available for the use of members of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy.

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.

Tutoring Guidelines and Procedures

- Tutoring sessions must be kept as quiet as possible so as not to disturb other library patrons or library staff. The Library Code of Conduct applies to all tutor teams.
- Tutors are responsible for the behavior of their students.
- Tutoring sessions will be limited to a maximum of two students per tutor at any given time.
- Library staff is happy to assist tutor teams, just as they assist any other patron.
- Tutors are responsible for establishing communication procedures for their students and the student's parents.
- Children under the age of eight must be under the direct supervision of the tutor until they are released to a parent or a designated responsible adult.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.
- Tutors may use any of the tables in the public area during Library hours

WRITTEN AND APPROVED 8/10/15
REVIEWED AND APPROVED 1/8/18
Reviewed, Revised, and Approved 1/11/2021