

PAID TUTORING POLICY

The Trustees of the Bergenfield Public Library will not provide any public space for conducting private business by individuals in the Library. This private business includes tutoring by private paid tutors, presentations to prospective clients for paid services and/or solicitation of goods. Paid tutors may not publish or distribute advertisements or letters indicating the Library as their place of doing business or otherwise imply Library sponsorship of their activities.

By agreement with the Board of Education, students on Home Instruction and their tutors may use the Bergenfield Public Library for instruction. Certain procedures apply for Home Instruction students, including notification of the Library by the Bergenfield schools. [See attached procedures.]

The Library will not assume liability for the activities of tutors who use this facility in violation of the policy.

The tutoring of individuals in library-sponsored programs is permissible.

Amended by the Library Board of Trustees on October 13, 2005

PROCEDURES FOR STUDENTS ON HOME INSTRUCTION

The Library Board of Trustees, at their October 13, 2005 meeting, approved a revision of the policy on tutoring in the library to permit tutors to work with Bergenfield students on Home Instruction in the library. This change is made with the understanding that the following procedures will be observed.

1. The Bergenfield schools will notify the Library, providing the name of the student, the student's tutor and the tutoring schedule. Names and schedule should be sent prior to the first tutoring session.
2. Tutors and tutees sign in at the main Circulation desk of the Library.
3. Tutors and tutees are asked to wait in the magazine area until the other person arrives. Students are required to wait a maximum of 15 minutes for tutors, after which time they should notify library staff if the tutor has not arrived. Students without a tutor should return home, not remain in the library.
4. Quiet study rooms are not available for tutoring. During school hours the Young Adult room may be used.
5. Tutors and tutees are expected to respect library policies and procedures. Any problems involving tutors or students from the high school should be reported to Mr. Hank Sinatra, Principal, Bergenfield High School. Similarly, any problems involving tutors or students from the middle school should be reported to Mr. Steven Kaminsky, Principal, Roy W. Brown School.

Please note that the policy change to permit tutoring for Bergenfield students on Home Instruction does not alter in any way the Library's policy on paid private tutoring. Private paid tutoring is considered a private business. The Library does not provide space for the conduct of private business.