



Tutoring in the Library Policy

To help ensure a pleasant and productive atmosphere for all visitors, tutors who meet with students in the Bergenfield Public Library must follow all library policies, including these special regulations for tutors:

- Tutoring sessions must end 10 minutes prior to closing time.
- Tables and chairs are available on a first-come, first-served basis. Furniture may not be moved and tables cannot be reserved. The Bergenfield Public Library reserves the right to assign tutoring locations or relocate tutors in the building. Some areas may be designated a quiet study zone which would preclude tutoring.
- Unoccupied meeting rooms may not be taken for private use by a tutor.
- Tutors must provide their own supplies and pay for the use of the public photocopier.
- Tutors may not use Library phones for incoming or outgoing calls.
- Tutors are responsible for the behavior of their pupils and must abide by the Library's code of conduct. Children under the age of 18 who are tutored in the library are the responsibility of the tutor while on library property until they are released to a parent/guardian, or to someone providing authorized transportation. Noise levels must not exceed the ambient noise level of the room.
- Work areas must be kept tidy and cleaned by the end of the tutoring session.
- Paid tutors may not make 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.
- The Library will not assume liability for the activities of tutors who use this facility in violation of the policy.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space. All arrangements must be made between the tutor, student and parents.
- Should tutors or students not abide by the regulations of this policy, or other Library's use policy, individuals may be asked to leave at the discretion of the Library staff.

Revised and Approved, Board of Trustees, Approved March 8, 2018