AVON
FREE PUBLIC LIBRARY

Tutoring Policy

Purpose: As part of its commitment to providing members of the community a safe, welcoming place that supports life-long learning and personal growth, the Avon Free Public Library (the "Library") allows private teachers to tutor students on its premises. This policy provides guidelines for that activity.

Key Definitions:

Tutors provide instruction to students per private agreements with the parents or guardians of those students or with the students themselves in the case of adult students. Either the tutor(s) or the student(s) must be resident(s) of Avon.

In loco parentis means "in the place of a parent" and in this policy means taking individual responsibility for the immediate obligations of caring for a child.

Scope:

This policy applies to private tutors and their students who engage in tutoring at the Library.

Roles and Responsibilities:

The Library does not sponsor, promote, endorse, or assume liability for those engaged in tutoring on its premises and has no vested interest in such activity.

The Library reserves the right to limit tutoring activities if those activities interfere with Library operations.

Tutors are responsible for the behavior of their student(s).

The Library is not to be used as a classroom or office space, but as a quiet workspace in which students receive instruction. Tutors may meet with no more than four students in sessions held in Public Meeting Rooms; no more than one in Quiet Study Rooms or open areas of the Library.

Tutors and their students are required to abide by all Library policies.

Children under 12 years of age must be accompanied by a parent or guardian at all times while on Library property per the Unattended Children Policy. The Library recommends that a parent or guardian accompany a child who is being tutored for the duration of the session. If no parent or guardian is accompanying a child who is being tutored, it will be assumed that the tutor is acting *in loco parentis* in accordance with a parent's or guardian's wishes.

Library staff are pleased to assist tutors just as they would any other patrons. However, the Library will not take or deliver messages to students or their tutors. Library phones may not be used to make or cancel appointments.

Tutors and their students must provide their own supplies such as paper, pencils, etc. Whiteboard markers and erasers are provided by the Library in areas where whiteboards are installed.

Tutors are responsible for checking Library hours of operation and program schedules before making appointments with their students. All tutoring sessions must conclude no later than fifteen minutes before Library closing time.

Tutors may not publish, post, or disseminate promotional materials of any kind that identify the Library as their place of activity or imply Library sponsorship of their activities.

Tutors may not solicit Library patrons in the Library.

Procedures:

1. **Use of Library Space**

   Tutoring is allowed in all public spaces of the Library on a first-come, first-served basis as long as it does not disrupt other patrons and is in compliance with all Library policies. The Library reserves the right to limit or change the areas in which tutoring may take place. No Library patron will be asked to change their location to accommodate a tutoring session.

2. **Conduct**

   Tutoring sessions must be conducted as quietly as possible. Those that become disruptive may be asked to move or, if uncooperative, to leave the Library. The judgement of Library staff shall prevail in such circumstances.

3. **Movement**

   If tutors find the sound of library activities distracting to themselves or their students they may move to another available location that better suits their needs. They should not attempt to quiet Library patrons. Library furniture shall not be moved to accommodate tutoring sessions.

4. **Room Reservation and Availability**

   Tutors may reserve Public Meeting Rooms under the provisions of the Library's Meeting Rooms Policy. Tutoring will receive no special privilege or priority over other approved uses of Library space. No group or individual may make more than eight reservations in one four-month period. Unoccupied Public Meeting Rooms and Quiet Study Rooms may be used if the tutor confirms that in fact those rooms are available. To check on availability speak to Library staff.

Location:

This policy is housed on the Avon Free Public Library website: www.avonctlibrary.info/policies

A copy is maintained in the Administration Office

Adopted: 06/15/2021
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