# BRONXVILLE PUBLIC LIBRARY

# TUTORING POLICY

The Bronxville Public Library (the "Library") welcomes tutors and students and recognizes the benefit to the students and parents of the community of permitting tutoring within the Library.

The following procedures are intended to provide a balance between the use of the Library by tutors and their students and the use of the Library by other members of the community.

**Regulations on Tutoring**

In order for the Library to assure that tutoring within the Library fits appropriately within the Library's mission and service to the community, the following regulations apply to all tutoring that takes place within the Library.

1. Students must be Bronxville Public Library cardholders.

2. Before any tutoring session, the tutor must register in person at the Reference Desk.

3. Reference Desk Staff will advise the tutor about the availability and location of appropriate study areas. Areas available for tutoring are limited to: the Board Room (1), the YA room (1), and the Large Print Room (2), which is located to the right as you enter the Library from Pondfield Road.

4. Study areas are available on a first-come, first-served basis.

5. A tutor may only work with one student at a time. If the tutor has more than one student, the Board Room may be rented pursuant to the terms of the Library's Room Use Policy.

6. A tutor may use the Library a maximum of three (3) days a week, and daily usage by a tutor may not exceed a total of two (2) hours.

7. Certain areas normally available for tutoring may not be available if needed for Library programs or activities.

8. Tutoring sessions must be kept as quiet as possible. The Library's Policy for User Regulations applies.

9. Independent tutors are not sponsored by the Library. All tutoring arrangements must be made between the tutor, student, and parents.

10. The Library reserves the right to restrict or ban tutoring at any time without prior notice in the event that it unduly interferes with the use of the Library by others.