

NORTHLAND PUBLIC LIBRARY

Tutor Policy

Introduction

To advance its mission to enable, empower and encourage lifelong learning and discovery, the Northland Public Library allows tutors, both volunteer and professional, to use certain spaces in the Library to conduct their sessions.

Guidelines

1. Tutors and students must be conscious of, and not be disruptive to other library patrons.
2. The Computer Center, Silent Study Room (North end of Upper Level), both sides of the Fireplace Area, the Reference Tables, Local Interest Table and the Study Carrels may not be used for tutoring even if there are no other tables available.
3. Tutoring is welcome at the designated areas in the Children and Teen Services Department.
4. Conferences with parents must be quiet at all times and not held in the entry way or in front of any Reference Desks.
5. Voices (both tutor and student) must not disturb other library users.
6. Tutors and students must bring their own supplies. (~~pencils, calculators, staplers, tissues etc.~~)
7. Library staff cannot relay messages and materials between students, tutors and parents.
8. Library staff may request that a tutor and student move to the Tutoring Room (used by volunteer literacy tutors) on the Upper Level if the room is available.
9. School-aged students being tutored are the responsibility of the tutor and/or parent while on Northland Property. No one under the age of 8 may be left unattended in the library without a parent/care giver (at least 16 years of age) present in the building.
10. Tutors may not publish or distribute advertisements or letters indicating the library as their place of business or otherwise imply library sponsorship or endorsement of their activities.

Tutor Room

- Volunteer tutors affiliated with non-profit organizations such as the Greater Pittsburgh Literacy Council (GPLC) or Volunteers in Tax Assistance (VITA) may reserve the private tutor room up to one month in advance.
- If the room has not been reserved, it is available on a first come, first served basis for up to two hours at a time.
- No more than three people may occupy the room at any one time.
- The room is available only during Library operating hours.
- Private or commercial business may not be conducted in the tutor room per the Private and Commercial Business Policy (<http://www.northlandlibrary.org/wp-content/uploads/2013/12/privatebusiness.pdf>).

Limitations

While we realize that the library is a comfortable, neutral location in which to tutor students, the library cannot guarantee that tutors will be able to find accommodations.

Northland Public Library does not want to inconvenience any of our users, but we must consider the needs of ALL who visit the building.

Penalty for noncompliance

Those who fail to comply with the Northland Public Library Tutor Policy will be asked to leave the library; repeat offenders may be barred from the Library for up to one year at the discretion of the Executive Director.