

<b>Sidney Memorial Public Library</b>	Manual Name: Public Policy
Policy Name: Tutoring	Date Effective: 9/11/24
Section: Use of Library Facilities IV D	Date Created/Revised: 8/9/16, 9/11/24

The Sidney Memorial Public Library welcomes tutors and students and recognizes the benefit for students and parents of permitting tutoring within the Library.

The following policies and guidelines 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 engaged in activities associated with the services and programs offered by the Library:

- The library cannot approve the use of its facilities to paid tutors, teachers or group leaders.
- Volunteer (unpaid) tutors are to complete a tutoring application.
- Either the student or the tutor must be a Sidney Memorial Public Library card holder.
- Tutors are not endorsed by the Library.
- Tutoring is limited to two students per session.
- Tutoring may only take place in the Swiss Room provided the requested space is not needed for a Library-sponsored program or activity:
- No food or drink allowed.
- Tutors are responsible for any damages to the tutoring space or other property of the Library caused by, or resulting from, the use of the tutoring room.
- Tutors are responsible for the behavior of their students while in the Library and as such, tutors and their students are expected to fully comply with the Code of Conduct Policy. Tutoring sessions are expected to be kept quiet in order to not interfere with other patrons' use of the Library. The Library reserves the right to ask a tutor to stop the tutoring session if it is disruptive to the functioning of the Library.
- The door to the Swiss Room must be kept open to allow patrons access to historical collections.
- When tutoring students under the age of 10, tutors are responsible for waiting with the student after the session ends until the student's parent or caregiver arrives.
- Non-reservable designated spaces are made available at the discretion of the Library staff.

- The Library reserves the right to further restrict tutoring or to change this policy without prior notice in the event that this service unduly interferes with regular use of the Library.

Sidney Memorial Public Library  
8 River Street  
Sidney, NY 13838

**Application for use of the Library by Volunteer Tutors**

The library cannot approve the use of its facilities to paid tutors, teachers or group leaders.

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

I understand that volunteer tutoring is limited to two students per session and space is limited to the Swiss Room (quiet room). No food or drink is allowed in the designated tutoring space

I agree to compensate the Library for any damages to the tutoring space or other property of the Library caused by, or resulting from, the use of the tutoring room.

I certify that the meeting space will be used only for the stated activity. I also certify that I have read and accept the above conditions.

\_\_\_\_\_  
Signature of Applicant

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Approved by Board:  
9/11/24