

Grinnell Public Library District  
Tutoring Policy:

The mission of the Grinnell Public Library is to provide free access to a variety of informational materials, library services, and programs using its resources and those of the Mid-Hudson Library System, to meet the educational, cultural, and recreational needs of the community. Grinnell Public Library recognizes the benefits educationally to students and parents of the community by permitting tutoring within the library. The library permits private tutoring on a paid or volunteer basis. This policy is 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. The Director, or their designee, has final discretion as to whether the activity is tutoring and permissible under this policy.

In order for Grinnell Public Library to ensure that tutoring is in line with the library's mission, the following regulations apply to all tutoring that takes place in the library:

- Space within the library is on a first come first served basis, no area will be reserved for tutoring. Volunteer tutors (non-paid) may request to use the community room with an application. (See Community Room Use Policy and Application) Please note that Grinnell Public Library has an active programming schedule and will NOT be able to accommodate tutoring sessions when the community room is in use.
- Maximum limits of students per tutor will be set at one (1) at a time. The director (or designee) in consultation with the tutor may alter the maximum number of students.
- The tutor must remain with the student(s) at all times.
- The library is not to be used as a classroom or office space but as a quiet and safe workspace for students to receive instruction. Conversations or instruction should not be loud enough to distract other library users.
- Tutors and students must bring their own supplies.
- Tutors may not publish or distribute advertisements or letters identifying the library as their place of doing business or imply library sponsorship of their activities.
- The tutor is responsible for establishing communication protocols for their students and their parents. Library staff will not make or cancel appointments between student and tutors nor relay messages on their behalf.
- Tutors and students are expected to abide by the library's Patron Code of Conduct and Child and Vulnerable Adult Safety Policy. 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 someone providing authorized transportation or leave the library on their own.
- The library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the student and the tutor.

This policy is determined by the Grinnell Public Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the board.

Adopted by the Grinnell Public Library Board of Trustees on \_\_\_\_\_.