

RULES OF CONDUCT OF THE ALLEN PARK PUBLIC LIBRARY

Addendum 2: Tutor Policy

This Addendum is clarification of the Rules of Conduct of the Allen Park Public Library with regard to Tutoring.

The Library premises are available for the use of members of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy.

Tutoring Guidelines and Procedures:

1. Tutors are individuals who provide instructions to others either on a paid or volunteer basis.
2. Tax payers fund the free use of library facilities and services. Conducting private business on City property and financially profiting from the endeavor is not allowed, whether by a group or an individual, as this is deemed a conflict of interest. If an individual or group would like to conduct business on library property, a contract with the City is necessary. In the absence of said contract, all tutoring that takes place at the Allen Park Public Library, whether by an individual or a business, must be free of charge.
3. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space. Tutors may not publish or distribute advertisement or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.
4. Tutors must register at the Circulation Desk. They will receive a table tent which must be displayed on the table and returned to the Circulation Desk upon departure.
5. Tutors shall work with a maximum of four (4) students per tutor session. The library is not to be used as a classroom or office space, but as a safe and quiet space for students to receive instruction to be successful. Tutor belongings or use of space should not interfere with easy access through the library by other library users.
6. Tutoring in accordance with this policy is allowed in open study and reading areas if such activity does not disturb staff or Library users. Tutors and their students must comply with all rules, guidelines and procedures governing behavior in the Library. Tables will not be reserved for tutoring, but are available on a first-come first-served basis. Several tutors may be utilizing the same space at one time.

7. Tutors are requested to use the tables in the Juvenile Department for tutoring children up to age 13. Teens may be tutored in the Teen area. Literacy and ESL volunteers who are working with adults may use the tables in the Adults area of the Library.
8. Library staff is happy to assist tutors and their students, just as they assist any patron of the Library. However, the Library staff must be available to all people who come into the Library for help and should not be relied upon to deliver messages, or to find a tutor.
9. Tutors are responsible for the behavior of the student during the session. A parent/guardian must remain in the Library while a child under the age of 10 is being tutored. The Library assumes no responsibility for children left unattended. The Library's Rules of Conduct and Minor Children Policies apply to everyone.
10. Tutors and students must bring their own supplies such as paper, pens, pencils, etc. Tutors may use Library materials (i.e. library books) in accordance with library policies.
11. Tutors working with students at the end of the day must end their session thirty minutes prior to closing time.
12. Cell phone use is restricted to the lobbies. Library phones may not be used to schedule and reschedule sessions.
13. Pursuant to the Library's Rules of Conduct policy, tutors may not solicit Library patrons in the Library.
14. The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.