

Tutor Policy

The E.C. Scranton Memorial Library is available to the public for the reading and enjoyment of library materials and to support the research and educational needs of its patrons. As part of this educational purpose, the Library permits tutoring on the premises. 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. Tutors may not solicit library patrons on Library property.

Approved by the Library Board of Trustees 5/18/2020.

Guidelines

- Library staff will assist tutors and their students, just as they assist any patron of the Library. However, 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. Library phones may not be used to schedule or reschedule sessions.
- Tutors are responsible for the behavior of their student(s) during the session. Children between the ages of 12 and 18 who are tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent/guardian, or to someone providing authorized transportation. Children under 12 must have a parent/guardian in the Library at all times in accordance with the **Unattended Child Policy**.
- Tutors are able to reserve and use study rooms by following the guidelines in the **Study Room Policy**. Meeting Rooms are not available to tutors and their students.
- Tables throughout the Library are first come, first served. Library furniture shall not be moved from where it is placed by library staff.
- No commercial transactions are permitted on library property.