



## Tutor Policy

As part of its mission, the Geneva Public Library permits tutoring on the premises in accordance with Library policies. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space, and reserves the right to deny tutoring on the premises for failure to adhere to Library policies.

### Guidelines and Procedures

- Tutors are required to sign the appended Tutor Agreement Form, noting that they understand and agree to the Library's Tutor Policy. The signed forms will be kept on record by the Library.
- All arrangements for tutoring must be made between the tutor, student, parents, Wayne Finger Lakes BOCES, and the school district.
  - Tutoring sessions will be limited to a maximum of two students per tutor at any given time.
  - Library phones may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students, except to notify students that their tutor will be late or absent.
- To accommodate patrons and library staff, tutoring is limited to the Library's Community Room. In the case that the Community Room is unavailable or at capacity, space for tutoring is available in the Teen Room and Children's Room.
  - Although the Library strives to make tutoring space available as needed, Library programs and maintenance requirements take precedence.
  - If tutors cannot locate an available study space on the ground floor, they must speak to a staff member at the ground floor desk or office about arranging a new location. If a new location is permitted, it will be for one day unless otherwise noted by Library Staff.
- Tutors and students must sign in and out using the Tutor Log at the ground floor desk. Tutors should direct students to immediately go to the ground floor and, as possible given their commitment to other students, meet the students at the ground floor desk at the start of their session.
  - It is the tutor's responsibility to locate their student if they are not at the designated tutor area.
  - Library staff at the ground floor desk may page a student/tutor to return to the area.
- In accordance with the Library's Safety Policy, patrons under age 18 are not allowed on Library premises while school is in session unless they are accompanied by a parent, guardian, or school-appointed tutor.
  - A student will be considered an unattended minor and asked to leave the premises if a tutor is more than 15 minutes late without providing notice.

- Students on a break should remain in the Community Room whenever possible. Tutors will be held responsible for the actions of their students on breaks.
- If the tutoring session ends during school hours, tutors are to remind their students that they must leave the building.
- Patrons that have been suspended from the Library are not permitted on the premises for tutoring.
  - Library Staff are responsible for communicating with tutors about the length of the suspension. At the discretion of the Library Director or Youth Services Librarian, the Library may provide a copy of the relevant Library incident report or banning letter if a tutor requires it.
- Tutoring sessions must be kept as quiet as possible so as not to disturb other library patrons or staff. Students should use headphones for computer coursework when applicable.
- In accordance with the Food and Drink Policy, no eating is allowed during tutoring sessions. Covered, spill-proof drinks are allowed in the Library except near Library computers.
- No exchange of money may take place between student and tutor in the Library.
- Tutors are responsible for the behavior of their students and for the tutor laptops and supply kits they borrow from the Library.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or the activities interfere with Library operations.

### **Tutor Kits**

The Library makes available four (4) tutor kits for use in tutoring sessions. Each kit includes a laptop and common school supplies.

The tutor kits must be checked out using a valid OWWL library card in good standing (not exceeding the maximum number of overdue items or the maximum fine threshold of \$5.00). Tutors that do not possess OWWL library cards may obtain them at any Library information desk. Borrowed tutor kits are subject to the Library's fees for overdue and lost, and/or damaged items as outlined in the Circulation Policy.

Tutor kits are loaned on a first-come, first-serve basis from the ground floor desk and may not be reserved. The kit cabinet key must be returned to the ground floor desk.

The laptops are configured with web browsing software, Microsoft Office, and other common applications, and are setup for printing to the ground floor desk. Only staff members may install new software onto the laptops as needed by tutors. Users may save files to a computer but assume responsibility for the content and privacy of said files. Any files saved to the computer will be lost once computers are powered off. Use of another Library computer for tutoring is only allowed in the case that all four tutor kits are in use.

If an item from the tutor kit is damaged, it is the responsibility of the tutor to inform a library staff member. The Library Director and Youth Services Librarian retain the right to restrict tutoring sessions or contact Wayne Finger Lakes BOCES regarding payment or replacement of overdue, lost, and/or damaged items.

Adopted by the Board of Trustees: 8/30/2017, Amended by the Board of Trustees: 9/26/2018



## Tutor Agreement Form

I have received, read, and agree to the Tutor Policy of the Geneva Public Library.

Signature: \_\_\_\_\_

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

### **Tutor Information: (Please Print)**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

### **Employer Information: (The organization that hired you to tutor, ex: school district, private, Boces)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_