

Sherrill-Kenwood Free Library (SKFL) Tutoring Policy

Approved 1/16/24

Sherrill-Kenwood Free Library (SKFL) recognizes that tutoring is an activity consistent with the Library's role as an educational center in the VVS community, and welcomes tutors and students under certain guidelines. Failure to abide by these guidelines may result in termination of tutoring privileges in the library.

Tutoring Guidelines & Procedures

- Library space may be used for tutoring on a first-come, first-served basis. Tutors may not reserve tables or other library spaces, nor may they ask others to move to accommodate a tutoring session.
- Tutors should sign-in and sign-out at the library circulation desk at the beginning and close of each tutoring session. The sign-in sheet will include the date, time, duration of the session, and number of students tutored.
- Tutoring is available within the library's normal operating hours. Tutoring sessions must end 15 minutes prior to closing time. It is the tutor's responsibility to check the library's hours of operations and program schedules before making arrangements with students.
- It is the responsibility of the tutor and the student to coordinate all arrangements (i.e. meeting time, scope of meeting, etc.) with one another prior to arrival at the library. Tutors and students may not use library telephones to coordinate their arrangements.
- Tutoring is permitted in many areas of the library during normal hours of operation. Areas in which tutoring is not permitted include the Children's Play Area, Adult Stacks, and Juvenile Stacks.
- The library reserves the right to limit tutoring to accommodate library activities or if tutoring interferes with library operations.
- Library-sponsored programs will not be modified to accommodate a tutoring session.
- Tutors and students must be conscious of and not be disruptive to other library patrons. Headphones should be used when watching videos.
- Tutors and students are subject to the library's Patron Code of Conduct and Internet Use Policies. The tutor shall be responsible for the students' compliance with Library rules.
- Children who are tutored in the library are the responsibility of the tutor while on library property until released to a parent/adult legal guardian and/or authorized transportation.
- The library may not be used as a classroom or office space, but as a safe, quiet workspace for students and tutors.
- 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 advertisements or letters identifying the library as their place of doing business or imply library sponsorship of their activities.
- Library staff are happy to assist tutor teams in locating materials as they would any other patron. Students and tutors are encouraged to obtain library cards to facilitate using library materials.
- Tutors and students must bring their own supplies (paper, pencils, etc.).
- The Library is not responsible for storing tutoring materials during or between sessions.