TUTORING POLICY

Tutoring will be allowed in the Farmingdale Public Library. This includes one-on-one, group, non-profit, and paid instruction. In order to balance tutoring activities with the needs of other patrons for access to quiet spaces and seating, the following policy will be enforced:

**Code of Conduct**

- Tutoring must not disturb staff or library patrons. Unacceptable behavior includes, but is not limited to, engaging in loud or disruptive conversation or conduct, use of cell phones, and monopolizing work areas.

- Paid tutors may not publish, distribute, or post advertisements in newspapers, bulletin board, social media, and so on indicating the library as their place of doing business or imply library sponsorship of their activities.

- The library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors or students on library property. All arrangements must be made between the tutor and student/parent/guardian.

- Children under 18 who are tutored in the library are the responsibility of the tutor or parent/guardian while on library property. If the tutoring session ends when the library closes, the tutor is responsible for waiting outside the building for a parent/guardian to arrive to pick up the student.

- Tutors and students must bring their own supplies. The library will not provide supplies.

**Where Tutoring Can and Can Not be Conducted in the Library**

- Worktables are available on a first-come first-serve basis and cannot under any circumstances be reserved in advance.

- The library is not obligated to accommodate any tutor on a regularly scheduled basis.

- Tutors may be asked to share a worktable with another tutor/student.

- Library staff reserves the right to ask tutoring to cease if the space being used is needed for other library purposes.

  - Tutoring is prohibited in the Quiet Study Room, Small Meeting Room, Teen Scene, and at any table/chair/area designated as “quiet space for individual work or reading.”

Noncompliance with the above guidelines will result in tutors and students being told to leave the library.

Approved: July 24, 2018