

## **DeKalb Public Library Tutoring Policy**

### **POLICY STATEMENT:**

The DeKalb Public Library allows tutors to utilize the Library to conduct their business. The Board of Trustees authorizes the Library Director to establish reasonable procedures governing tutors and tutoring in collaboration with the Board of Trustees. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of any tutor or group of tutors. Tutors may not use the Library logo in any form or identify or imply that the Library is a sponsor of their activities.

*Approved 7/12/2017*

## **DeKalb Public Library Tutoring Procedures**

### **PROCEDURES:**

- Tutors who receive payment of any kind must purchase an annual Tutoring card at a cost of \$50 per year, which includes guest internet access.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space.
- All tutoring arrangements must be made between the tutor, student, and parents. Library staff will not deliver messages or help find a tutor.
- Tutors are encouraged to use the study rooms. Tutors assisting children ages birth through 8th grade may also use study tables in the Youth Services department. Tables can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session. Tutors serving adults may use the “S-desk” tables in the Main Lobby, but the magazine area, Teen area, Grand Reading Room, Local History Room, and Quiet Reading Room may not be used for tutoring sessions.