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## **Tutoring Policy**

Tutors are individuals who provide instruction to others either on a paid or volunteer basis. Tutors shall work with a maximum of two (2) students per tutor per session. The library is not to be used as classroom or office space, but as a safe and quiet workspace for students to receive instruction.

All tables and chairs located in the main public space of the library will be available for use by tutors on a first-come, first-served basis during Library operating hours. Study Room 1 and Study Room 2 are also available for use by tutors until five (5) minutes before closing, on a first-come, first-served basis. Tables, chairs and Study Rooms may not be available if being used by others or are needed for library programs or activities. Reservations cannot be made and there is no exclusive use of these areas in the Library. The Library reserves the right to limit tutoring sessions and area use at the discretion of the Library Director or his or her designee.

If there is a high demand for tutoring space at any given time, the Youth Study Room, Meeting Room, Program Room, and Genealogy Room may be made available at the discretion of the Library Director or his or her designee. The Youth Study, Meeting, Program, and Genealogy rooms are NOT available if being used by others, are needed for library programs or activities. Reservations cannot be made and there is no exclusive use of these areas in the Library. Tutors using these areas must leave the doors open and allow other library patrons to use the area.

Tutors and their students are required to follow the Library's Patron Code of Conduct.

The Library reserves the right to ask tutoring or study groups that become too loud or disruptive to leave the Library.

Students must be under the tutor's supervision at all times.

The Library staff cannot provide secretarial support to tutors.

Tutors and students must bring their own supplies, such as paper, pens, pencils, etc.

Tutors may use Library materials (i.e. library books) in accordance with library policies.

Tutors may not solicit Library patrons in the Library.

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Approved by the Kent Library board on May 15, 2012

Review Cycle: 3 years

Review History: Revised August 25, 2015 November 16, 2021