

PERRY PUBLIC LIBRARY

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Make It Part of Your Day

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Tutor Policy

As part of its mission, the Perry 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

- The Perry Public Library does not take responsibility for any tutoring sessions taking place at the library. All arrangements for tutoring must be made between the tutor, student, parents, and/or 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, it is preferred that tutoring take place in the Stowell-Wiles Art Gallery. In the case that the Gallery is unavailable or at capacity, space for tutoring is available behind new non-fiction. If both locations are in use tutors may use the Children's room, but tutors should be aware that the room is not always staffed by library personnel. If a tutor would like to reserve the Gallery, they may do so with the regular procedure (see Meeting Room Policy).
- Although the Library strives to make tutoring space available as needed, Library programs and maintenance requirements take precedence.
- It is the tutor's responsibility to locate their student if they are not at the designated tutor area.
- All tutoring sessions should be in accordance with the Library's Unattended Child Policy. 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 Gallery whenever possible. Tutors will be held responsible for the actions of their students on breaks.

- 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.
- Tutors are responsible for the behavior of their students.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or the activities interfere with Library operations.

Approved by board 5/13/2019