

Glen Rock Public Library
Policy – Tutoring in the Library

To help ensure a pleasant and productive atmosphere for all visitors, tutors who meet with students in the Glen Rock Public Library must follow all Library policies, including these special regulations for tutors:

Tutors, like any patron, are welcome to use the library during open hours. However, tutoring sessions must end 30 minutes prior to closing time.

The Library reserves the right to block off tutor tables for its programs.

Tables and chairs are available on a first-come, first-served basis each day by signing up for up to two hours/day. Tutors, not Library Staff, will monitor table assignments.

Tutoring can occur only at the designated tables in the Main Area. Tutoring is not allowed in other areas in the Library, including other Main Area tables and chairs, computer tables, Quiet Rooms, Children's Room, Young Adult tables or the Reading Nook.

Please respect the rights of others to quietly study, read or work without interference. Please maintain low noise levels. Tutors are responsible for the behavior of their pupils.

Tutors must provide their own supplies, including paper, pens, hole punchers, staplers, White-out, etc. The public photocopier is available if copies are needed.

Library phones are not available for use for incoming or outgoing calls.

Work areas must be kept tidy and all papers and trash must be cleaned up at the end of a tutoring session.

Library staff cannot watch personal belongings, including coats, briefcases, handbags, laptop computers, calculators, etc.

Revised September 9, 2021 Board of Trustees Meeting