

## Access-Tutor Policy

### Tutor Policy For Merced County Library

The Library is available to the public for the reading and enjoyment of library materials and to support the research and educational needs of its patrons. As part of this educational purpose, the Library permits tutoring on the premises in accordance with this policy.

Any individual or business that requires a business license to operate cannot conduct paid tutoring sessions at any location of the Library. All tutoring that takes place in the Main Library or the Branch Libraries, whether by an individual or a business, must be free of charge.

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space. Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

Depending upon the Library location, meeting room space may be available for use by tutors who are not charging for their services. Each location will determine the best use of its meeting room(s) as well as the appropriateness and availability of these rooms for tutoring sessions.

### Guidelines

Tutors are asked to observe the following guidelines when tutoring in the Library.

- **Non-profit tutors will contact the Library** to inform staff that they will be using the library. Each tutor must submit a Tutor Use Request Form that will be kept on file at the Library. Non-profit tutoring is only allowed in the Library if the tutor has an approved Tutor Meeting Room Use Request application on file and the tutor has received prior permission to conduct tutoring in the main part of the Library.
- The library staff is not responsible for any aspect of appointments.
- It is preferred that the parent remain in the Library while the child is being tutored. Children under 18 years of age who are tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent/guardian, or to someone providing authorized transportation.
- Siblings of children that are not being tutored must have a parent present.
- Tutoring sessions must be kept as quiet as possible. The Library's policy regarding disruptive behavior applies.

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- Group tutoring is not allowed.
- Tutors are responsible for the behavior of the students being tutored during the tutoring session.
- The Library assumes no responsibility for children left unattended.
- Library staff is happy to assist tutors and their students, just as they assist any patron of the Library. However, the Library staff must be available to all people who come into the Library for help.
- Library telephones may not be used to make or cancel appointments.
- Tutors and students must bring their own supplies.
- The following uses are expressly prohibited in Library space: buying, selling, advertising, or trading products or services (other than educational services of an unpaid tutor) for cash or other consideration, except in support of the Library.
- The County Librarian may consider paid tutoring for mobility handicapped individuals who can access the library but not the tutor's home or business but must be contacted before any tutoring begins.

The Library shall be the exclusive interpreter of what constitutes an acceptable use.

### Tutor Use Request Application

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Local Address: \_\_\_\_\_

\_\_\_\_\_

Local Telephone Number: \_\_\_\_\_

I am requesting to use the library to tutor \_\_\_\_\_ (number of students )

on \_\_\_\_\_ (day/s of the week)

from \_\_\_\_\_ (time). I certify that there is no charge for my services.

Name of the company (if applicable) \_\_\_\_\_

\_\_\_\_\_

Signature

Date