

Tutoring

Tutoring is an activity that enhances Sayville Library's mission to support education. The Library is committed to providing a suitable tutoring space to aid Sayville Library District residents in research and study, as well as providing space for volunteer tutors from various organizations, such as *Literacy Suffolk*.

The Library may place limitations or prohibit tutoring during infectious disease outbreaks or other public emergencies that warrant limiting the number of patrons in the building at one time, and/or when social distancing measures are placed in effect by local, regional, or state directive.

The following conditions are to be adhered to pertaining to all tutoring conducted in the Library:

- Students must be residents within the Sayville Library District and possess valid Sayville Library cards.
- Tutoring may take place at tables **only if** such activity does not disturb other Library patrons or staff, or within study rooms dependent upon availability.
- Tutors may be asked to vacate a study room after one (1) hour if there is a waiting list for the room.
- Tutors are to work with a maximum of two students per session per study room or table. The Library is not to be utilized as a classroom or office space.
- If the Internet is to be utilized for tutoring, students under the age of 18 must have a Sayville Library card that includes parental permission for Internet access. The Library's *Electronic Resources Policy* must be observed.
- Children under 18 are the responsibility of the tutor until they are released to their parents/guardians at the end of a session.
- No exchange of money is to occur on Library property, nor may tutors solicit business at the Library.
- Tutors may not distribute or disseminate advertisements, letters, flyers or business cards identifying the Library as their place of business or implying Library sponsorship of their activities.
- The Library's *Conduct on Public Property Policy* must be observed at all times.
- The Library reserves the right to require both tutors and students to sign in, as well as to require tutors to show picture ID for identification purposes.

Adopted April 8, 2013
Amended September 10, 2018
Amended May 28, 2020