

# Claverack Free Library

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## Tutoring Policy

Approved: January 21, 2020

To insure the Claverack Free Library (CFL) premises are available for use by its patrons in furthering their educational needs, the CFL permits private tutoring on a paid or volunteer basis. The Director exercises final discretion as to whether the activity qualifies as tutoring and is permissible under this policy.

### CFL Use

Reservations to use the Conference Room can be made with the Director for tutoring students and for literacy activities. Tutoring sessions will be limited to a maximum of three (3) students per tutor. The Director has final discretion as to whether the tutor is reserving excessive time to the detriment of others who may wish to reserve the meeting room.

Individual tutoring may occur in other areas of the CFL without a reservation subject to the Patron Code of Conduct and this policy. Conversations or instruction should not be loud enough to distract other CFL users.

The CFL is available as a quiet and safe workspace for students to receive instruction but is not to be used as a classroom or office space.

### Tutor Responsibilities

The CFL does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the student and the tutor. The tutor is responsible for establishing communication protocols for their students and their parents. CFL staff will not make or cancel appointments between student and tutors nor relay messages on their behalf. Tutors and students must bring their own supplies.

Tutors and students are expected to abide by the CFL's Patron Code of Conduct and Unattended Child Policies. Children under the age of 18 who are tutored in the CFL are the responsibility of the tutor while on CFL property until they are released to a parent or guardian or someone providing authorized transportation.

Tutors may not publish or distribute advertisements or letters identifying the CFL as their place of doing business or imply CFL sponsorship of their activities.