



LIBRARY POLICY

CITY OF TUALATIN

USE OF LIBRARY BY TUTORS

POLICY: The Tualatin Public Library is available for the use of the public to meet their informational, educational, and recreational needs, including tutoring of students.

REGULATIONS: Tutoring is allowed in open study and reading areas throughout the Library if such activity does not disturb staff or Library users. Conversations or instruction should not be loud enough to distract other library users. Tables can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.

Tutors and students are expected to abide by the Library Rules of Conduct (Tualatin Municipal Code 5-1) and other Library policies.

Tutors are responsible for the behavior of the student during the session. Children under the age of 8 must be under the direct supervision of the tutor until they are released to a parent or designated responsible adult. The Library assumes no responsibility for unattended children.

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.

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available Library space. The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.

Rules for use of specific Library spaces:

- The Children's Room is intended only for the use of children up to 5th grade and their caregivers. Tutoring in this room is permitted for children in that age range only.
- The Teen Room is reserved for the use of teens in 6th-12th grades and may not be used by adults. The Teen Room may not be used for tutoring.
- The Conference and Study rooms may be used in accordance with the Conference Room and Study Room Use policy; exceptions to this must be approved in advance by the Library Manager or designee. The Community Room may not be used for tutoring.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee (date)