



# NEVINS LIBRARY

GROWING COMMUNITY

## **Tutoring Policy**

### **Approved by Trustees January 2019**

Tutors and students are welcome to use the Nevins Library to work together, but the Library accepts no responsibility for the tutors, students or any other individuals associated with these activities. The Library is not responsible for the safety of children left in tutor's care, the tutor and parents are solely responsible for the safety and behavior of the child(ren). Tutors and students are required to comply with all Library regulations as well as all applicable law.

The Nevins Library is an institution that values and serves the educational needs of the community at large. As such, it is often a magnet for those endeavoring to assist others in their educational pursuits. The Library requests that tutors who come to use the facility as a meeting place with their charges or students be mindful of others in the vicinity who may want to have a quiet place to do their own work. Tutors should cooperate with library staff in selecting a location to work which will minimize disruptions to other library patrons.

Because of the overwhelming number of tutors working in the building, whether Literacy Volunteers of Methuen or other private tutors, tutors may not reserve rooms ahead of time for their lessons. If however, one sees that a room is vacant, the tutor may inquire at the public service desk on the floor of the room in question to see if it is available or not. The staff will confirm the status of the room and then the tutor may be able to use this space for no longer than 2 hours maximum. Tutors and students must vacate the rooms no later than 15 minutes prior to closing and the room should be left clean and tidy.

### ***Classes and Courses***

Courses sponsored by schools, colleges and other educational entities may be allowed under the Meeting Room Policy. In the case of a formal course of instruction or multi-meeting class a meeting room can and should be booked in advance. All of the rules and regulations found in the meeting room policy will apply and a full meeting room application form must be filed.