



TUTORING POLICY

The Merrimack Public Library is the community's favored place to meet, learn, and discover. As part of our mission to support the educational, informational, and leisure activities of our patrons, tutoring is permitted on the Library property in accordance with this policy.

Tutors are henceforth defined as individuals who provide instruction to others either on a paid or volunteer basis. All tutors must adhere to the guidelines in this policy and as well as those outlined in our Patron Behavior Policy.

1. Tutoring is allowed in all open areas of the Library, including in the Lowell Room when the room is not otherwise in use for the set up or execution of Library programs. Tutors may not have exclusive use of any room or space, and reservations for tutoring sessions cannot be made for any of the Library's meeting rooms. There is no expectation that others will be asked to move to accommodate a tutoring session.
2. 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. As outlined in our Patron Behavior Policy, individuals under 11 years of age must be accompanied by an adult (parent, guardian, or caregiver) while in the Library.
3. Tutor belongings or use of Library space should not interfere with easy access to the Library by other users, nor should it interfere with access to the Library's collections or equipment. Conversations or instruction should not be loud enough to distract other Library users. Tutors and their student(s) may be asked to move to a different location or to leave the Library if they are distracting other Library users or are otherwise in violation of the Library's Patron Behavior Policy.
4. Library staff will not prioritize service given to tutors over that given to other Library users and should not be relied upon to deliver messages, schedule, or locate a tutor or student. Library staff cannot take or deliver messages to students or their tutors, and Library phones may not be used to schedule or reschedule tutoring sessions. It is the responsibility of tutors to establish communication with their students, and not to instruct the students or their parents to contact the Library regarding their work.
5. Tutors shall work with a maximum of two (2) students per session in the Library. Library space is not to be used as a classroom or place of business for tutors to work from but as a safe and quiet workspace for students to receive instruction. In accordance with our Patron Behavior Policy, Library furniture shall not be moved from where it is placed by Library staff.
6. Tutors and parents must bring their own supplies, such as paper, pens, pencils, etc.
7. No money may be exchanged in the Library for tutoring services.
8. 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 distribute or disseminate advertisements, letters, flyers, or business cards that identify the Library as their place of doing business or imply Library sponsorship of their activities.
9. Tutors working with students at the end of the Library day are asked to leave the Library fifteen minutes prior to closing time. It is the tutor's responsibility to check the Library's hours of operations and program schedules before making appointments with students.
10. Should tutors or students not abide by the regulations of this policy or by the guidelines set forth in the Library's Patron Behavior Policy, such individuals may be asked to leave at the discretion of the Library staff.