

TUTORING POLICY

The Reading Public Library believes that tutoring is an activity consistent with the Library's role as an educational center in the community and welcomes tutors and students. To accommodate the needs of all library patrons, the Board of Library Trustees endorses the following policy:

1. Professional tutoring is permitted on the ground floor of the Library during normal hours of operation. The Library reserves the right to limit tutoring to accommodate library activities or if tutoring interferes with Library operations.
2. In special circumstances, the Library may assign other areas of the building for tutoring. Library staff will clearly identify any overflow or alternative tutoring locations.
3. There is a limit of 2 students per tutoring session.
4. Tutors are responsible for students under 11 years of age while on Library property until released to a parent/guardian or to authorized transportation per the Library's Safe Child Policy.
5. Students and tutors must follow all rules and policies of the Library including the Patron Rights and Responsibilities Policy.
6. Tutors and students must be conscious of and not be disruptive to other library patrons.
7. 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.
8. It is the tutor's responsibility to check the Library's hours of operations and program schedules before making appointments with students. Tutors may not reserve tables or other Library spaces, nor may they ask others to move to accommodate a tutoring session.
9. It is the responsibility of the tutor and the student to make all arrangements prior to arrival at the Library. Tutors and students may not use Library telephones. The Library will not take or receive payment on behalf of students or tutors.
10. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space.
11. 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.

Adopted 9/16/2016
Amended 1/13/2020
Amended 6/13/2022