

Tutor Policy

As part of its mission, the Newark Public Library (“the Library”) permits tutoring of school-aged students on the premises in accordance with Library policies. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space and reserves the right to deny tutoring on the premises for failure to adhere to Library policies.

Guidelines and Procedures

- Every school year, tutors are required to sign the appended Tutor Agreement Form, noting that they understand and agree to the Library’s Tutor Policy. The signed forms will be kept on record by the Library.
- All arrangements for tutoring must be made between the tutor, student, parents, Wayne Finger Lakes BOCES, or the school district.
 - Tutoring sessions will be limited to a maximum of four students per tutor at any given time.
 - Library phones are not available for tutor or student use. Library employees may relay messages to students regarding whether the tutor will be late or absent.
 - It is the tutor’s responsibility to locate their student if they are not at the designated tutor area.
 - The library allows students currently in an in-house tutoring session, to print a maximum of ten pages of school work or assignments free of charge, per session.
- Although the Library strives to make space available, the Library use takes precedence. If tutors cannot locate an available study space, or if they are in need of special accommodations, they must speak to an employee at the Main desk about arranging a new location.
- Patrons that have been suspended/banned from the Library are not permitted on the premises for tutoring.
 - Library employees are responsible for communicating with tutors about the length of the suspension.
 - Library employees have the final say on suspensions and bans issued for all patrons, including tutoring students. Tutors who attempt to argue or



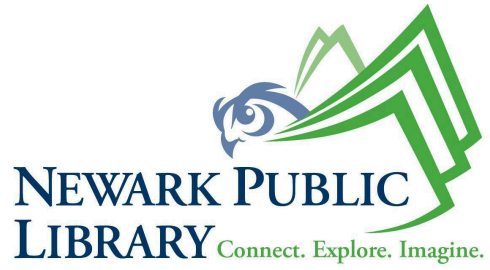
override a library-issued ban or suspension will also be subject to suspension.

- Tutoring sessions must be kept as quiet as possible so as not to disturb other Library patrons or employees. Students should use headphones for computer coursework when applicable.
- No exchange of money may take place between the student and tutor in the Library.
- Tutors are responsible for the behavior of their students and will be held responsible for the actions of their students on breaks and bathroom use is limited to one tutoring student at a time.
- Students will be actively engaged in tutoring activity with their assigned tutor while in the library for the purpose of tutoring. Students not actively engaged in tutoring activity will not be permitted to remain in the library during normal school hours.
- The Library reserves the right to limit tutoring activities if space resources are monopolized, the activities interfere with Library operations, or in accordance with our Emergency Closing Policy.

Adopted by the Newark Board of Trustees: August 10,2023

Amended & Approved: 5/14/2026

Reviewed by the Policy Review Committee: 7/19/2023, 4/29/26



Tutor Agreement Form

I have received, read, and agree to the Tutor Policy of the Newark Public Library.

Signature: _____

Date: _____

Tutor Information: (Please Print)

Name: _____

Street Address: _____

City, State, Zip: _____

Cell Phone: _____ **Home Phone:** _____