



## **Naples Library Tutoring Policy**

The Naples Library is dedicated to being an alternative, extension, and continuing site for educational organizations within its service area. One-on-one, non-profit and paid tutoring will be allowed in the Naples Library. The library policy for such tutoring is as follows:

- It is the responsibility of tutors to establish communication with their students.
- Adherence to the Library's Code of Conduct is expected of tutor groups. Tutoring activity may not disturb staff or library users. Unacceptable behavior includes, but is not limited to: engaging in loud or disruptive conversation or conduct, use of cell phones, monopolizing work areas.
- Tutors and students must bring their own supplies.
- Food and beverages are not allowed.
- Children under the age of 18 must be under their tutor's supervision at all times. Tutors must meet these children at the entrance of the library.
- Tutors working with students at the end of the day are asked to leave the library thirty minutes before closing time.
- Paid tutors may not publish or distribute advertisements or letters indicating the library as their place of doing business or otherwise imply library sponsorship of their activities.
- Library staff maintains the right to ask tutoring to cease if space being used is needed for other library purposes. The library is not obligated to accommodate any tutor on a regular basis.
- Space must be reserved by tutors by completing Meeting Room Usage Form.

Tutor groups will be limited to a maximum of 2 students per tutor per session. The use of library space is not to be used as a classroom or office for tutors to work from, but as a safe and quiet workspace for children to receive instruction for them to be successful students.

Noncompliance to the above guidelines will result in tutors and students being asked to leave the library.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on June 16, 2015. Reviewed October 25, 2016.