

# Policy on Tutors in the Library

To help ensure a pleasant and productive atmosphere for all visitors, tutors who meet with students in the Mountainside Public Library must follow all library policies:

- Tutors, are welcome to use the library during open hours. Tutoring sessions must end 10 minutes prior to closing time.
- Tables and chairs are available on a first-come, first-served basis. Furniture may not be moved and tables cannot be reserved for tutoring.
- The Mountainside Library reserves the right to assign tutoring locations or relocate tutors in the building.
- The meeting room may not be reserved for private use by a tutor.
- Please respect the rights of others to quietly study, read or work without interference. Please maintain low noise levels. Noise levels must not exceed the ambient noise level of the room.
- Tutors must provide their own supplies. The public photocopier is available if copies are needed (10¢ per page). Faxing service (outgoing only) is available at the regular public rates.
- Library phones are not available for use for incoming or outgoing calls. Cellular phones must be set to silent / vibrate while in the library and use of the phone is limited to the vestibule area or outside of the building.
- Work areas must be kept tidy and all papers and trash must be cleaned up at the end of a tutoring session.
- Library staff cannot watch personal belongings.
- Tutors are responsible for their underage clients from drop-off through pick-up. Library staff members are not responsible for the supervision or safety of tutoring clients.
- The Mountainside Library may deny use of library premises for tutoring purposes to tutors who do not abide by its rules and policies.

Mountainside Library Board of Trustees  
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