

Trussville Public Library TUTOR POLICY

Trussville Public Library believes that tutoring is an activity in line with the Library's role as an educational support center in the community.

Use of the Library for tutoring is allowed within these guidelines:

- City of Trussville business licensing fees are the responsibility of the tutor and must be handled at City Hall
- Tutors should meet their students in the Library lobby.
- Maintain an appropriately quiet conversation level.
- Students and tutors are expected to follow all Library house rules.
- Please limit food to the Vending area.
- It is preferred that the parent remain in the Library while the student is being tutored. The Library assumes no responsibility for children left unattended.
- Tutors are responsible for students under 18 years of age while on Library property until released to a parent/guardian or to authorized transportation.
- Tutors working with students at the end of Library hours are asked to leave the Library fifteen minutes before closing.

Tutor Hours and Areas:

- Tutors may use the tables in the center of the collection in the Teen Services areas and in the center of collection in the Adult Services area as well as the café area seating. This area is available on a first-come, first-served basis.
- Study room use: The **tutor** must reserve the room and be present; failure to do so may result in suspension of privileges.

Board approved: 11-17-08 |
Revised: 9-17-12, 3-26-18, 9-21-21