

# New Canaan Library

## TUTORING POLICY

### Purpose

New Canaan Library welcomes tutors and students and recognizes the benefit for students and parents of permitting tutoring in the Library.

### Guidelines for Use

The following guidelines are intended to provide a balance between the use of the Library by tutors and their students, and the use of the Library by others engaged in activities associated with the services and programs offered by the Library:

- Tutors are not sponsored by the Library and are only entitled to use the spaces in the Library designated for such purpose as an accommodation.
- Tutors are responsible for the behavior of their students while in the Library and as such, tutors and their students are expected to comply with the Library Use and Code of Conduct Policy. Accordingly, tutoring sessions are expected to be kept as quiet as possible.
- Tutoring may **only** take place in the following Designated Spaces provided the requested Designated Space is not then needed for a Library-sponsored program or activity:
  1. The seating area on the lower level adjacent to the Adrian Lamb Room;
  2. The H. Pelham Curtis Gallery on the main level;
  3. The Children's Room, if the student is of an appropriate age (under 14); and
  4. Mini Meeting Rooms 1,2, or Mezzanine, if space allows (See Note below).

Note: Mini Meeting Rooms 1, 2 and Mezzanine may not be reserved in advance for tutoring under any circumstance. These spaces may only be used for 90 minutes at a time, unless extended use is specifically granted by Library staff.

- Designated Spaces are made available on a first-come, first-served basis.

The Library reserves the right to further restrict tutoring or change this Policy without prior notice in the event that this service unduly interferes with others' use of the Library.

Effective Date: September 5, 2017

Date Approved: August 2017

Next Review Date: August 2019