



Tutoring Policy

Tutoring in the Library is a privilege granted by the Union Library Company of Hatborough (“ULCH”) as part of its service to the community. Tutoring will not be permitted to interfere with the use of the Library by other community members.

Some Library sponsored programs require interaction between the presenter and the participants. This sometimes raises the noise level in areas of the Library where tutors would wish to conduct their tutoring. Library sponsored programs will not be moved or modified to accommodate a tutoring session.

UCLH does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, students, and parents.

Tutors may provide instruction for a maximum of two sessions per day, with no more than two students per session. The Library may not be used as a classroom or office space, but as a safe, quiet workspace for students and tutors.

The following regulations apply to all tutoring which takes place in the library:

- Library space may be used for tutoring on a first-come, first-served basis.
- Tutors and students are subject to the Library’s Patron Behavior Policy and the Computer and Internet Use Policy. The tutor shall be responsible for the students’ compliance with Library rules. Appropriate noise levels will be observed at all times.
- Tutors and students must bring their own supplies (paper, pencils, etc.).
- Students being tutored are strongly encouraged to obtain a library card.
- The Library will provide a designated area for tutoring as space permits. The Library reserves the right to assign tutoring locations or relocate tutors in the building without prior notice.
- More than one tutor may be using the same space at one time. ULCH does not have facilities to offer space reservation for tutoring, but staff may assist a tutor in finding the best available space.
- Tutors may work with a maximum of two (2) students per tutor per session.
- Tutoring sessions must end 30 minutes prior to closing time.
- Tutors are responsible for establishing communication protocols for their students and the student’s parents. Library staff will not relay messages to tutors or students. Library phones are not available for incoming or outgoing calls.
- ULCH recommends that a parent/adult legal guardian accompany a child who is being tutored for the duration of the session.
- Children who are tutored in the library are the responsibility of the tutor while on library property until released to a parent/adult legal guardian and/or authorized transportation.

- Tutors may not publish or distribute advertisements, flyers, letters, press releases or e-mails identifying the Library as their place of doing business or imply ULCH sponsorship of their activities.
- Tutors may not solicit library patrons while in the Library.
- ULCH reserves the right to restrict or ban tutoring at any time without prior notice in the event that library staff determines that it interferes with Library programs or use of the Library by other community members.