Lee Public Library
Tutoring Policy

This policy aims to create a conducive environment for tutoring while ensuring that library resources are respected and that all library patrons can enjoy a peaceful and productive atmosphere.

Tutors are henceforth defined as individuals who provide instruction to others either on a paid or volunteer basis. All tutors must adhere to the guidelines in this policy and as well as all library policies and regulations.

1. Scheduling and Duration:
a. Tutoring sessions must conclude 15 minutes prior to the library's closing time.

2. Space and Resources:
a. The library reserves the right to assign tutoring locations or relocate tutors in the building. Some areas may be designated a quiet study space which would preclude tutoring.
b. Tables and chairs are available on a first-come, first-served basis. Furniture cannot be moved, and tables cannot be reserved.
c. Work areas must be kept tidy and cleaned by the end of the tutoring session.
d. Tutors may not have exclusive use of any room or space, and reservations for tutoring sessions cannot be made for any library space.

3. Conduct and Responsibility:
a. Tutors shall work with a maximum of two (2) students per session in the library. Library space is not to be used as a classroom or place of business for tutors to work from but as a safe and quiet workspace for students to receive instruction.
b. Tutors are responsible for the behavior of their students and must ensure that noise levels do not disrupt other patrons.
c. Tutors must supervise their students at all times during the tutoring session.
d. Children under the age of 18 who are tutored in the library are the responsibility of the tutor until they are released to a parent/guardian.

4. Supplies and Services:
a. Tutors must provide their own supplies and may not use library resources such as phones. If the photocopier is used, standard copying charges apply.
b. Money should not be exchanged within the library premises for tutoring services.

5. Advertisement and Liability:
a. The library does not endorse or assume liability for the activities of tutors using library facilities.
b. Tutors may not publish or distribute advertisements or letters indicating the Lee Public Library as their place of doing business or otherwise imply Library sponsorship of their activities.

Adopted and Approved by the Board of Trustees, October 2026

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6. Compliance and Enforcement:
a. Failure to abide by the library's Tutoring Policy or Code of Conduct Policy may result in removal from the premises at the discretion of library staff.
b. Library staff will not prioritize service given to tutors over other patrons.

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