

The Gloversville Public Library is dedicated to being an alternative, complementary, and continuing education site. This tutoring policy applies to the tutoring of all students, regardless of age.

Tutor groups will be limited to a maximum of 2 students per tutor per session. Library space is not to be used as a classroom or office for tutors, but as a safe and quiet workspace for students to receive the instruction necessary for them to be successful.

Tutoring will be allowed in public spaces on a first-come/first-serve basis and by reservation of the Main Floor Study Room. Exclusive use of public tables is not guaranteed. Study Room reservations may be made by calling the Library or by reserving the room on the Gloversville Public Library website. Tutors must check in with staff before proceeding to the reserved Study Room. Please see *Meeting Room Policy* for further information.

Adherence to all Library policies is expected of tutor groups.

It is the responsibility of tutors to establish communication with their students. Students under the age of 18 must be under their tutor's supervision at all times.

Tutors working with students at the end of the day are asked to leave the Library ten minutes before scheduled closing time.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised February 17, 2009

Revised July 17, 2018

Revised May 18, 2021

Revised October 18, 2022