

Southborough Public Library Tutor Policy

The meeting rooms of the Southborough Library are primarily for use by the library for library-sponsored programs. The Library also makes the rooms available for educational, cultural and civic purposes in the public interest of the community, as determined by the Library Director and Children's Librarian.

As part of its educational mission, the Southborough Library permits tutoring in our designated meeting areas. However, the Library does not sponsor, recommend, or assume liability or responsibility for the work or activities of tutors who use library premises.

All arrangements for tutoring must be made between the tutor, student, and parents or caregivers. Tutors are expected to observe the following policies when tutoring in the Library.

Policies

The Library typically makes available the smaller "Book Sale" meeting room on the lower level of the Library building for tutoring from 2:30 to 6:30 PM, Tuesday through Thursday, and 2:30 to 5:00 PM, Monday, Friday, and Saturday on days the Library is open.

Tutors are responsible for the behavior of their student during the session and responsible for any loss or damage to Library property. Meeting rooms should be left in the exact condition that they were found. Tutors and students must bring their own supplies.

Tutors should be aware that the meeting rooms are public space and must remain open to Library staff. Meeting rooms may be used by more than one tutor and student at a time.

Tutors are required to sign a copy of this Policy that will remain on file with the Library Director.

Reservations

Reservations for use of the meeting rooms may be made by signing the meeting room reservation form, available at the Library or via our website.

It's recommended that tutors reserve a meeting room at least seven days in advance and no more than three months in advance. Use of unreserved meeting space is also available on a first-come, first-served basis.

The Library reserves the right to deny the use of the meeting rooms to any tutor, group, or individual who does not comply with the regulations or whose mission or purpose is contrary to that of the Library, as determined by the Children's Librarian, Library Director, or the Board of Library Trustees.

I have read and agree to the terms of the Tutor Policy.

Name (please print)

Signature

Today's Date

E-Mail or Phone Number