

Library Tutor Usage Policy

The Western Allegheny Community Library is available to the public for the reading and enjoyment of library materials and to support the research and educational needs of the community. As part of this educational purpose, the Library permits tutoring on the premises in accordance with this policy.

Fees and Procedures

Tutors operate a for-profit business and as such, are subject to room rental fees however, in the spirit of encouraging educational advancement, the fees are minimal.

- A \$5.00 charge/hourly session will be required to use the Tutor Rooms.
- The Conference and Community Rooms can be rented for \$25 to \$50/hour.
- Prior to the tutoring session, the individual must register at the desk, submit a schedule request, and pay the room usage fee.
- Upon approval, the library will reserve the tutor room for you on the agreed upon dates and times.
- Use of other spaces in the library is permissible.

Terms of Use

- Library staff will be available to assist tutors and their students, just as they assist any patron of the Library. However, the Library staff must be available to all people who come into the Library for help and should not be relied upon to deliver messages, or to find a tutor. Library phones may not be used to schedule or reschedule sessions.
- Tutors are responsible for the behavior of their student(s) during the session. Children under the age of 18 who are tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent/guardian, or to someone providing authorized transportation.

PATRON POLICY

- 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. Tutor belongings or use of space should not interfere with easy access through the Library by other users, or interfere with access to collections and Library equipment. The Library offers equal access to our collections and will not allow tutoring situations to infringe on others' use of Library spaces or collections.
- Conversations or instruction should not be loud enough to distract other library users. People may be asked to move to a different location if they are distracting other Library users.
- Tables or other Library spaces can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate an unscheduled tutoring session.
- Library furniture shall not be moved from where it is placed by library staff. Due to space concerns, an individual tutor may not work with more than two students at a time in public areas. With larger groups, meeting rooms may be rented by tutors; all rules and fees as outlined in our Room Use Policy will apply.
- Tutors and parents must bring their own supplies, such as paper, pens, pencils, etc. Tutors may use Library materials (i.e. library books) and equipment (i.e. computers) in accordance with Library policies.
- Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities. Any notices posted in the library that advertise tutoring services must be approved by the Library Director or designee.
- It is recommended that tutors check the Library's hours of operations and program schedules before making appointments with students.



PATRON POLICY

- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space. All arrangements must be made between the tutor, student and parents.
- Should tutors or students not abide by the regulations of this policy, individuals may be asked to leave at the discretion of the Library staff. In addition to the regulations contained in this policy, all regulations in the Library's Room Use Policy and Safe Child Policy apply.