

HOWLAND PUBLIC LIBRARY

TUTORING POLICY

Tutoring is an activity that relates to the library's role as an educational support center. Due to library space constraints, the use of the library's space is permitted for non-profit volunteer tutoring only (for example: Literacy Connections). Space for sanctioned tutoring activities is subject to availability.

The following guidelines are to be observed:

Volunteer tutors will contact the Library to reserve use of the Small Meeting Room. Each tutor must submit a Room Reservation Form that will be kept on file at the Library's Circulation Desk. Note: the room fee is waived for volunteer tutoring.

Non-profit tutoring may be allowed in the main part of the Library when:

1. the tutor has an approved Room Reservation Form on file at the library
and
2. the Small Meeting Room is unavailable
and
3. the tutor has received prior permission from the Reference Librarian.
Permission may be denied due to library needs or to space constraints.

Adopted by the Board of Trustees
December 7, 2010