



### **Rules and Guidelines for Tutors who use Crandall Public Library**

The Crandall Public Library Board of Trustees policy with respect to tutoring provides that tutors:

- 1) Must abide by the Study Room Policy when using the 3 small study rooms on the second floor.
- 2) Understand that the Crandall Room and the Holden Room are available on a first come, first served basis and may have to be vacated to accommodate prescheduled meetings. Tutors may not sign-up for the room(s).
- 3) Must control inappropriate behavior on the part of students while in the library for tutoring.\*
- 4) Are responsible for monitoring the behavior of students when students are on a break.
- 5) Are responsible for their own personal possessions including books and other materials.
- 6) The Library will only allow one student and one tutor to work one-on-one during tutoring sessions.
- 7) The Library will not store textbooks and possessions overnight for tutors or tutored students.
- 8) The Library will not accept personal or business calls for tutors or students. Tutors and /or students should have clients, family and friends call them at home or on their cell phone (if applicable) as tutors and students may not use the Library's telephones for personal and/or business calls.
- 9) The Library will not take written messages for tutors or for students being tutored.

\*Library rules are posted by the Glen Street Information Desk, in the Park entranceway and at various other locations in the building. They are also listed on our web page, [www.crandalllibrary.org](http://www.crandalllibrary.org)

Violation of the Rules and Guidelines for Tutors may result in the tutors and/or the students' loss of privileges to use the Library.

*Approved by the Crandall Public Library Board of Trustees, September 4, 2002; amended April 22, 2009;  
amended January 8, 2020*