

## **HENDRICK HUDSON FREE LIBRARY**

### **TUTORING POLICY (VOLUNTEER AND PAID)**

The Hendrick Hudson Free Library recognizes the benefit to the students and parents of the community of permitting tutoring within the Library. The following procedures are intended to provide a balance between the use of the Library by tutors and their students, and the use of the Library by other members of the community.

The Library reserves the right to restrict or ban tutoring at any time without prior notice in the event that it unduly interferes with use of the Library by others.

In order for Hendrick Hudson Free Library to assure that tutoring within the Library is in line with the Library's service to the community, the following regulations apply to all tutoring which takes place in the Library study rooms:

1. Either the tutor or the student must be a resident of the Hendrick Hudson School District and have a Library card.
2. A yearly registration form must be completed by the tutor for each student and be returned to the circulation desk to be kept on file.
3. Before the tutor or the student enters the room the tutor must register at the circulation desk.
4. The tutor must be present in the room at all times.
5. All Library policies and regulations must be followed.
6. Study rooms may be reserved up to one (1) week in advance.
7. No more than two (2) hours a day may be reserved by a tutor.
8. Daily usage by a tutor may not exceed a total of two (2) hours.
9. Space is restricted to two (2) students per session.
10. Room rental is available for larger groups.
11. The tutor assumes all responsibility for activities and occupants of room.

Tutors and their clients are to keep in mind that tutoring is a privilege granted by the Library as part of its service to the community. Tutoring will not be permitted to unduly interfere with the use of the Library by other community members.

Use of study rooms is at the discretion of the Library Director or Assistant Director.

Adopted by the Library Board of Trustees 10.22.12  
Reviewed 10.26.15

**HENDRICK HUDSON FREE LIBRARY  
ROOM USE APPLICATION FOR TUTORS**

Tutor Information

Hendrick Hudson Free Library Card Number: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Student Information

Hendrick Hudson Free Library Card Number: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

I have received, read and agree to the terms of the Tutoring Policy of the  
Hendrick Hudson Free Library.

Tutor Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Student Signature (18 years of age and older):

\_\_\_\_\_ Date: \_\_\_\_\_