



## GLOUCESTER COUNTY LIBRARY SYSTEM

# Tutoring Regulations

Tutoring in the Library is a privilege granted by the Gloucester County Library System (GCLS) as part of its service to the community. All tutors must sign a GCLS Tutor Agreement. Tutoring will not be permitted to interfere with the use of the Library by other community members.

The following regulations apply to all tutoring which takes place in GCLS libraries:

- The Library will provide designated areas for tutoring as space permits. Tutoring is limited to designated areas only.
- Tutoring areas are available on a first-come, first-served basis.
- The Library reserves the right to assign tutoring locations or relocate tutors in the building.
- Several tutors may be using the same space at one time.
- Tutors may work with a maximum of two (2) students per tutor per session.
- Tutoring sessions must end 30 minutes prior to closing time.
- Individual study carrels in the library are reserved exclusively for individual reading and study.
- Tutors are responsible for establishing communication protocols for their students and the student's parents. Library staff will not relay messages to tutors or students. Library phones are not available for use for incoming or outgoing calls.
- Tutors must provide their own supplies, including paper, pens, staplers, etc. The public photocopier is available at a cost per copy if copies are needed. Faxing is available at regular public rates.
- Tutors are responsible for the behavior of students being tutored during the tutoring session. Appropriate noise levels will be observed at all times.
- GCLS recommends that a parent/adult legal guardian accompany a child who is being tutored for the duration of the session. GCLS assumes no responsibility for children left unattended.
- Children who are tutored in the library are the responsibility of the tutor while on library property until released to a parent/adult legal guardian and/or authorized transportation.
- GCLS does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, students, and parents.
- Tutors may not publish or distribute advertisements, flyers, letters, press releases or e-mails identifying the Library as their place of doing business or imply GCLS sponsorship of their activities.
- Tutors may not solicit Library patrons in the Library.
- GCLS reserves the right to restrict or ban tutoring at any time without prior notice in the event that library staff determines that it interferes with Library programs or use of the Library by other community members.



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## Tutor Agreement

Tutor Information: (Please Print)

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

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

I have received, read, and agree to the *Tutoring Regulations* of the Gloucester County Library System.

Tutor Signature:

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