



Tutoring Policy

Date Adopted: June 18, 2026

Dates Amended: N/A

PURPOSE

The purpose of this policy is to support the Gardiner Library's role in promoting lifelong learning and academic success by establishing guidelines for tutoring activities conducted within library spaces. This policy defines tutoring as one-on-one or small-group educational assistance provided by a volunteer, teacher, or paid instructor, and ensures that such activities occur in a manner that does not interfere with equitable access to library services or the use and enjoyment of the Gardiner Library by others.

CONDUCT AND RESPONSIBILITIES

All tutoring activities are governed by, and must comply with, the Gardiner Library's *Patron Code of Conduct Policy* and *Unattended Children Policy*. Failure to comply with these policies may result in the termination of a tutoring session and/or loss of library privileges.

Tutors and students are expected to conduct themselves in a manner that does not disturb other patrons or disrupt library operations. Tutoring sessions must be kept at a quiet level, and participants may not monopolize library space. Gardiner Library staff may require sessions that are disruptive or inconsistent with Gardiner Library policies to relocate or end.

Tutors are responsible for the supervision and behavior of their students at all times while on Gardiner Library property. The Gardiner Library does not provide supervision for minors; all expectations regarding minors are governed by the Gardiner Library's *Unattended Children Policy*.

USE OF SHARED LIBRARY SPACE AND MATERIALS

Tutoring may only take place in public areas designated for general use and is subject to availability. Tables and seating are available on a first-come, first-served basis and may not be reserved. The Gardiner Library is not to be used as a classroom, office, or ongoing place of business. Gardiner Library staff reserve the right to relocate, limit, or end tutoring sessions as necessary to ensure equitable access to space and compliance with Gardiner Library policies. Gardiner Library-sponsored programs take priority over all other uses of space, and this policy does not apply to such programs.



GARDINER LIBRARY

Tutors and students must bring their own supplies (e.g., paper, pens, pencils, all other ancillary items). Tutors and students may use Gardiner Library materials (e.g., books, media, laptops) in accordance with Gardiner Library policies. Tutors are responsible for checking Gardiner Library hours of operations and program schedules before making appointments with students.

COMMERCIAL RESTRICTIONS AND DISCLAIMER

Tutors may not advertise or solicit clients on Gardiner Library property, distribute business materials, or imply Gardiner Library sponsorship or endorsement. All tutoring arrangements, including payment, must be made privately and not on Gardiner Library premises. The Gardiner Library may not be identified as a place of business in any promotional materials.

Gardiner Library staff cannot coordinate tutoring sessions, schedule appointments, or relay messages between tutors and students. Tutors are solely responsible for communication with students and families.

The Gardiner Library does not sponsor, recommend, supervise, or assume liability for the activities of tutors or students who use the Gardiner Library.