



MAPL Tutoring Policy

To help ensure a pleasant and productive atmosphere for all visitors, tutors who meet with students at the Matawan Aberdeen Public Library must follow all library policies, including the following special regulations for tutors.

- The Library does not provide individual tutoring services.
- The Library does not endorse or recommend tutors.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of the tutors who use available library space. Families should perform background and reference checks as part of the hiring process of any tutors the family elects to employ. The Library accepts no responsibility or liability in this regard.
- It is the responsibility of tutors to establish communication with their students, and not to instruct the students or their parents to contact the Library regarding their work. The Library staff shall not take or deliver messages to students or their tutors. Tutors may not use Library phones for incoming or outgoing calls.
- Tutors may not distribute or disseminate advertisements, social media posts, fliers, or business cards identifying the Library as their place of doing business or implying Library sponsorship of their activities.
- Tutors may not solicit patrons or promote their services while in the library.
- Any fees that are negotiated for tutoring are between the tutor and the tutee. The Library is in no way involved in fees charged, nor does it endorse the charging of fees for tutoring within the Library. No money may be exchanged in the Library for tutoring services.
- Tutors may provide instruction for a maximum of two students per tutor, per session. The Library may not be used as a classroom or office space, but as a temporary workspace for students and tutors.
- Children under the age of 18 years of age who are tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent/guardian. The Library's policy according to the Supervision of Children statement mandates that students under the age of 10 be attended by a parent,

guardian, or caregiver 14 years of age or older while in the Library. It is preferred that a parent, guardian, or other responsible person remain in the Library while the student is being tutored. The Library assumes no responsibility for children left unattended.

- Tutors and students are subject to all of the Library's Standards of Acceptable Behavior, the Public Internet Use policy, and this Tutoring policy. Both tutors and students are required to abide by all rules, regulations, and guidelines of the library. Failure to do so may result in the loss of tutoring privileges for the tutor and/or the student. Should tutors or students not abide by the regulations of this policy, or other Library use policy, individuals may be asked to leave at the discretion of the Library staff. The Library also reserves the right to ask tutoring or study groups that become too loud or disruptive to leave the Library.
- Tutors and students must bring their own supplies and pay for the use of the public photocopier.
- The Library provides workspace for tutors and students on a first-come, first-served basis. Furniture may not be moved and tables cannot be reserved. The Library reserves the right to limit tutoring sessions if space resources are exhausted or tutoring activities interfere with Library operations. Some areas may be designated as quiet areas which would preclude tutoring. Library-sponsored programs will not be moved or modified to accommodate a tutoring session.
- Tutors working with students at the end of the Library day are asked to leave the Library fifteen minutes before closing time.
- Tutors and students being tutored are strongly encouraged to obtain a library card.

Adopted by the Board of Trustees, July 10, 2024