

William B. Ogden Free Library  
TUTORING POLICY

**Purpose**

The William B. Ogden Free Library (WBOFL) believes that tutoring is an activity consistent with the library's role as an educational center in the community and welcomes tutors and students.

**Definitions**

Tutors are individuals, not affiliated with the library, who provide instruction to others either on a paid or volunteer basis.

**Policy**

Public space in the library will be available for use by tutors on a first-come, first-served basis during library operating hours.

Space for tutoring activities is subject to availability. Table and chairs may not be available if being used by others or are needed for library programs or activities

Tutors shall work with a maximum of three students per tutor session. The library is not to be used as classroom or office space, but as a safe workspace for students to receive instruction.

Tutors and students must bring their own supplies, such as paper, pens, pencils, etc. Tutors may use library materials in accordance with library policies.

Tutors may not solicit library patrons in the library.

Students must be under the tutor's supervision at all times. Students and tutors are expected to abide by the library's Patron Code of Conduct.

Adopted: May 23, 2023