TUTORING POLICY

Lemont Public Library District (the Library), as part of its mission to promote lifelong learning, strives to provide a safe place for students to receive one-on-one instruction in a quiet, welcoming environment. To ensure equitable use of library space and a pleasant atmosphere for all library users, tutoring is permitted solely within the guidelines and in the specific locations outlined below. The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space.

Tutoring Locations:

- Students in 6th grade or higher may be tutored in the Adult Study Rooms, which may be used in accordance with the Library's Room Use Policy.
- Tutoring of students in 5th grade or lower may not take place in adult or teen areas of the Library, including but not limited to the seating areas, study rooms, Collaboration Studios, Adult Quiet Room, Adult study tables or the central Gathering Space, Teen Lounge or Teen Study Room.
- Students through 5th grade, may be tutored at designated study tables in the Children's Services Department.
- Designated tables are available on a first-come, first-served basis and cannot be reserved in advance.
- Patrons will not be asked to move to accommodate a tutoring session.
- On occasion, tables for tutoring will not be available, due to library programs and activities in the Children's Department.
- Special Needs students can be accommodated by advance arrangement with the Children's Services Manager.

Tutoring Guidelines:

- Tutors and students must follow the Library's Code of Conduct policy, including ensuring that conversations and instruction are not loud enough to distract other library users, and limiting cell phone use in the designated areas.
- In accordance with the Unattended Child Policy, children ages eight and younger must be under the direct supervision of their adult tutor until they are released to a parent or a designated responsible adult.
- Tutors and students must bring their own supplies.
- No food may be consumed in the library.
- Tutors may not publish or distribute advertisements or letters indicating the library as their place of business or otherwise imply Library sponsorship of their activities.
- Library staff will not make or cancel appointments or relay message to tutors or students.
- Tutors and their students who do not comply with the Tutoring Guidelines will be asked to leave the library.
- All tutors are required to sign an acknowledgment that they have received and read a copy of this Policy, which will be retained in the library's files.