

## **Haddonfield Public Library**

### **Tutoring Policy**

The Haddonfield Public Library recognizes the benefit to the students and families of the community of permitting tutoring within the library. The following procedures are intended to help ensure a pleasant and productive atmosphere for all visitors and to provide a balance between the use of the Library by tutors and their students, and its use by other members of the community. The Library 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, student, and parents.

Tutors who meet with students in the library must follow all library policies including the Haddonfield Public Library Code of Conduct, Unattended Children Policy and these special regulations for tutors:

- Tutors, like any patron, are welcome to use the library during open hours, however, the library is not obligated to accommodate any tutor.
- Tutoring sessions must end 10 minutes prior to closing time.
- Tutoring may only happen in designated areas (\*\*). Tables and chairs are available on a first-come, first-served basis. Furniture may not be moved and tables cannot be reserved.
- Tutors may not ask any other visitors to move or give up a seat or table.
- Sitting on the floor is not permitted. Aisles, walkways, staircases, and collection space must be kept clear for accessibility and safety.
- Library staff reserve the right to restrict or suspend tutoring at any time without prior notice and to relocate tutors as needed if the space being used is needed for other Library purposes, or if space resources are exhausted or tutoring activities interfere with Library operations.
- Those involved in tutoring activities must respect the rights of others to quietly study, read, or work without interference. Please maintain low noise levels.
- Children under 8 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, caregiver, or designated chaperone.

- Tutors must provide their own supplies, including paper, pens, hole punches, staplers, White-out, etc. The public photocopier and printer are available if copies are needed. Tutors are responsible for the cost of copies and printed material.
- Staff cannot hold, store, or be responsible for library users' possessions.
- Tutors may not solicit Library patrons on Library property. Tutors may not publish or distribute advertisements for their services on Library property. The Library is not to be identified as their place of business.
- If tutors or students do not abide by the regulations of this policy, or other policies including the Library Code of Conduct or Unattended Children Policy, individuals may be asked to leave at the discretion of Library staff.

(\*\*) Areas where tutoring **is** permitted:

- Fireplace rooms (Haddon and Tanner Avenue sides)
- Elevator Lobby, Basement Level
- Group work tables, Basement Level
- Teen Commons – Tutored student must be in grade 6 or higher.
- The Classroom, at the sole discretion of the Library staff, and only when not needed for (or setup in advance for) other Library purposes.

Areas where tutoring is **not** permitted:

- Individual work carrels
- Public Computer tables/desks
- Community Puzzle Table (Haddon Avenue room)
- Technology Center
- Children's Department

Adopted by the Board of Trustees January 27, 2026