

EL DORADO COUNTY LIBRARY TUTOR POLICY

The El Dorado County Library believes that tutoring is an activity in line with the Library's role as an educational support center in the community. However, the Library is not to be used as a classroom or office space but as a quiet and safe workspace for students to receive instruction. Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities. The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the student and the tutor. Tutors agree to indemnify and forever hold harmless El Dorado County, the Library, its employees, agents and assigns, and the Board of Supervisors from all direct and indirect consequences that may arise from their activities while on Library premises. In addition, paid tutors must comply with any applicable business or professional licensing rules, laws, regulation, and ordinances as set forth by the County of El Dorado, the State of California, or the federal government. Tutors and their clients are to keep in mind that tutoring is a privilege granted by the Library as part of its service to the community, and will be supported so long as it does not unduly interfere with the use of the Library by other community members. The Library is the exclusive interpreter of what constitutes an acceptable use.

Use of the Library for tutoring is allowed within these guidelines:

- Tutors must meet their students in the Library lobby.
- Only one student may be tutored at any time.
- Maintain an appropriately quiet conversation level.
- Students and tutors are expected to follow all Library rules.
- Silence cell phones, this means vibrate only.
- No food or drink is allowed in the library.
- Library telephones may not be used to make or cancel appointments.
- The exchange of money will not be permitted in the library.
- Tutors are strongly encouraged to obtain a valid Library card.
- Students must have a valid Library card.
- The tutor is responsible for establishing communication protocols for their students and their parents
- Tutors must inform parents that Library staff will not deliver messages to tutors or students.
- It is preferred that the parent remain in the Library while the student is being tutored. The Library assumes no responsibility for children left unattended.

- Tutors are responsible for students under 18 years of age while on Library property until released to a parent/guardian or to authorized transportation.
- Tutors working with students at the end of Library hours are asked to leave the Library fifteen minutes before closing.
- Tutors will be required to sign a copy of this policy that will remain on file with the Library Director.

Tutor Hours and Areas:

- Tutors may use the tables in the children's area at any time during Library hours. This area is available on a first-come, first-served basis, and library patrons have priority use. During peak usage periods, tutors may feel this environment is unsuitable for tutoring and prefer an alternate venue for tutoring sessions.
- At the El Dorado Hills library only, the community room may be available for use by tutors after school free of charge. However, our first priority is Library Programming. During Library Programs, the space is unavailable for tutoring. For planning purposes, you may check with the front desk staff to determine availability; however, occasionally the Library will need the space at the last minute. If a Program is scheduled, we ask that tutors vacate the room one hour prior to the Event. Multiple tutoring sessions may occur. Please respect others using the space. The door to meeting room must remain open at all times. Tutors may not use the tables in Adult Area, nor may they use the study rooms.