

Tutors: Guidelines

The Bennington Free Library is committed to serving the educational needs of the community. We understand the important role that tutors serve in the community and acknowledge this partnership. However, safety is of the highest concern to everyone. No student can be tutored at the Library who has been suspended or expelled from school for verbally threatening or physically violent behavior, and who might pose a threat to the safety or well-being of Library patrons and staff.

Tutors must submit a completed application form to a staff member before meeting rooms may be reserved. A completed application must include signature of student, tutor and the tutor's supervisor, and must be renewed quarterly.

- *Meeting Rooms will be reserved in each Tutor's name.
- *Tutors must sign out the meeting room key at the circulation desk each time they use a meeting room.
- *Tutors must remain with students at all times, including break periods. Tutors who fail to do so will no longer be allowed use of Library facilities for tutoring sessions.
- *Students and tutors must comply with prevailing Library policies at all times.

LIBRARY RESOURCES:

- * All tutoring sessions are to be conducted in the public meeting rooms, unless the student is working with specific Library resources, i.e.: computer, reference materials, or the card catalog. When the student has completed working with Library resources, the Tutor and student should return to the meeting room.
- *Adult and/or children's library resources, such as computers, must be booked in advance.
- *Non-circulating materials may not be removed from the Reference area. Circulating materials must be checked out before being removed to the meeting room from the library.
- *Library resources are available during public operating hours only.

* * * * *

Non compliance with Tutor Guidelines may result in the following disciplinary action:

- 1st offense: Tutor will be warned
- 2nd offense: Tutor's supervisor will be notified
- 3rd offense: Tutor will be denied use of Library facilities for tutorial sessions.

No warning will be required, however, if in the judgment of Library staff, behavior of the tutor and/or student (a) violates federal, state, or municipal law, or (b) poses a threat to the safety or well-being of other library patrons or staff.

The Library will not assume responsibility for materials or possessions that are lost or stolen.

Attachments: Tutors: Application, Behavior Policy, Discipline Policy For Minors, Electronic Resources Policy, and Meeting Room Policy, Rates & Application

Approved Board of Directors 1/24/2000

TUTORS: APPLICATION

To Be Completed by Tutor: Please note that signatures are **REQUIRED** before reserving any meeting room space.

Please Print:

_____ Phone _____
Tutor's Name

Tutor's Immediate Supervisor

_____ Principal/or Designee _____
Attending School

_____ Grade _____
Student's Name

Length of time to be using Meeting Room _____

Days/Time Requesting _____

Equipment needed & when: _____

I have read Bennington Free Library's Behavior Policy and Guidelines for Tutors, and by assigning my name do hereby agree to abide by those guidelines.

_____ Signature of Student Date _____

_____ Signature of Tutor Date _____

_____ Signature of Tutor's Supervisor

_____ Supervisor's Title Date _____

OFFICE ONLY: Date filed _____ Staff Signature _____