

Madison Public Library
TUTORING POLICY

Mission Statement

The Madison Public Library is the community's center for ideas, information, learning, and connections. The Madison Public Library seeks to provide enjoyment, education, information and guidance through materials suited for the Borough of Madison.

Purpose

This policy is intended to outline appropriate tutoring practices at the library.

Responsibility

The responsibility for these guidelines ultimately rests with the Library Board of Trustees. The authority and responsibility for setting these guidelines rests with the Library Director, who delegates this task to qualified professional staff.

Guidelines

- Tutoring is an activity that falls under the Library's role as an educational support center and is in keeping with its mission to be the community's center for ideas, information, learning and connections.
- The Library does not provide individual tutoring services.
- The Library does not endorse or recommend tutors.
- Library staff will not supervise tutoring sessions.
- Tutors may provide instruction to others either on a paid or volunteer basis which is mutually agreed upon between the tutor and client. The Library highly recommends that families perform background and reference checks as part of the hiring process on any tutors the family elects to employ. The Library accepts no responsibility or liability in this regard.
- The Library provides workspace for tutors and students on a space-available basis. Library staff may limit where and when tutors meet with their students, to ensure the equitable use of resources.
- If tutoring requires the use of computers, phones, or any items that can be disruptive to other patrons, library staff can prohibit the use of said devices.
- All patrons are required to follow the Library's Patron Code of Conduct

Approved by the Board of Trustees of the Madison Public Library at an Open Public Meeting following proper notice, on June 08, 2023.