

Bedford Hills Free Library Policy on Tutors in the Library

Bedford Hills Free Library welcomes tutors and students and recognizes the benefit to the students and parents of the community of permitting tutoring within the library. The following procedures are intended to provide a balance between the use of the library by tutors and students and the use of the library by other members of the community:

- Students must be Bedford residents/attend school in the BCSD or Lewisboro School District.
- Preferred locations for tutoring include Teen Zone or study areas on the 2nd floor.
- Conversations or instruction should not be loud enough to distract other library users. 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.
- If tutoring requires computer use, a personal laptop is recommended. Students should have their own library cards and use their card to access library computers. Students with blocked cards will be given a guest card for usage as deemed necessary.
- Tutors and students are required to follow BHFL Code of Conduct regarding appropriate behavior in the library.
- Students must be under the tutor's supervision at all times. The library assumes no responsibility for children left unattended.
- Tutors and students must bring their own supplies, such as paper, pens, paper, calculators, etc. They are welcome to use library materials, but if any materials are to be held at a service desk for extended use they must be checked out by either tutor or student. Materials with holds on them cannot be renewed.
- Meetings with parents/other tutors should be conducted either in private areas or outside the library.

Approved by the Board of Trustees March 6, 2023