



Youth Tutoring Policy

As part of its mission, the Geneva Public Library (“the Library”) permits tutoring of school-aged students on the premises in accordance with Library policies.

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space and reserves the right to deny tutoring on the premises for failure to adhere to Library policies.

1. Guidelines and Procedures

Tutors are required to sign the Tutor Agreement Form(see *Appendix A*) each school year, acknowledging that they understand and agree to the newest policies. The signed forms will be kept on record at the Library for 1 year.

All arrangements for tutoring must be made between the tutor, student, parents, Wayne Finger Lakes BOCES, the school district, or other outside agencies. The Library is not involved in this process.

Tutoring sessions are limited to a maximum of two students per tutor at any given time.

Tutors and students are required to meet and sign in and out of the *Tutor Sign-in* binder, at the Ground floor desk, for each tutoring session.

The Library reserves the right to limit tutoring activities if space resources are monopolized, the activities interfere with Library operations, or in accordance with our Emergency Closing Policy.

2. Space Availability

Although the Library strives to make tutoring space available, Library use takes precedence. **The Library reserves the right to ask a tutor to move to an alternate space.**

When available, tutors may reserve a study room for their session by visiting the library’s

website or asking a library clerk. See the *Meeting Room Policy* for more information.

It is the tutor's responsibility to locate their student if they are not at their designated tutor area. Students may not be left unattended.

3. Library Etiquette

Tutors are responsible for the behavior of their students, including the actions of their students during breaks. Consult the library's *Code of Conduct* or *Safety Policy* for expected behaviors of all library patrons.

Patrons who have been suspended/banned from the Library are not permitted on the premises for tutoring. Library employees are responsible for communicating with tutors about the length of the suspension.

Exchange of money between student and tutor in the Library is strictly prohibited.

Library phones are not available for any patron's extended use, including tutors and students.

Tutoring sessions must be kept to a reasonable volume so as not to disturb other Library patrons or employees. Students should use headphones for audio-video coursework when applicable.

Tutors are responsible for any supplies they borrow from the Library for their tutoring session, including loss or damage of items. Using a library card to borrow any library collection items needed for tutoring sessions is encouraged.

Adopted by the Board of Trustees: 8/30/2017

Amended by the Board of Trustees: 9/26/2018, 8/29/2019, 7/29/2020, 8/26/2020, 7/28/2021, 7/27/2022, 7/26/2023, 7/31/2024, 7/30/2025, 7/29/2026

Reviewed by the Policy Review Committee: 7/10/2026



Appendix A Tutor Agreement Form

I have received, read, and agree to the Tutor Policy of the Geneva Public Library.

Signature: _____

Date: _____

Tutor Information: (Please Print)

Name: _____

Street Address: _____

City, State, Zip: _____

Cell Phone: _____ **Home Phone:** _____

Employer Information: (The organization that hired you to tutor, ex: school district, private, BOCES)

Name: _____

Phone: _____