

GREENWOOD LAKE PUBLIC LIBRARY
POLICIES MANUAL
SECTION V
Tutoring Room

The Tutoring Room is designed and used for the purpose of tutoring students, helping students with homework and occasionally for small private meetings (i.e.: a lawyer and his client).

Those who wish to use the Tutoring Room must schedule it with an administrative supervisor. It is booked on a first come, first serve basis with tutoring needs, outweighing any meeting needs, other than if the Library needs the room for a specific purpose.

The Tutoring Room also houses our continuous Book Sale items. Patrons are allowed to go in to browse the Book Sale when the Tutoring Room is not in use for other purposes.

1. Do not leave the child you are tutoring or working with on homework alone in the Tutoring Room.
2. Do not allow other children in and out of the Tutoring Room, unless, of course, that child is simply relaying a message to you.
3. We realize that children sometimes have to take short breaks between assignments - for a snack, conversation, etc. However, the room is not designed for play.
4. If you have a snack, put all garbage in the receptacle in the room.
5. If the garbage bag is full or there is no bag in it, advise a staff member and they will provide a new bag for your use.
6. You are welcome to look at the books on the Book Sale shelves, but put them back when you are finished with them.
7. Leave the lights on at all times.
8. Do not open the Supply Room door or the Program Room side door.
9. Do not use the Program Room bathroom; use the bathroom in the main Library.
10. If you move the furniture around, please put it back to its original position when you are done.

The Library reserves the right to cancel anyone's use of the Tutoring Room if they repeatedly disregard the policies.

11/16/09; 5/19/11;7/21/16