



TUTORING POLICY



The Grafton Public Library welcomes tutors and students, and ELL conversation partners (also referred to as “tutors”). The Library recognizes the benefit of tutoring/conversation partners to the students, their parents/guardians, and to the community, and permits private tutoring within the Library; however, the Library must manage its limited space and resources in a way that best serves the needs of all users.

The Grafton Public Library does not provide direct tutoring services. The Grafton Public Library DOES provide free access to Tutor.com via <http://www.tutor.com/grafton> for tutoring and resume assistance, 2pm-9pm Monday-Sunday, at no charge to the community. Users must register a free account with their Grafton Public Library card. The Grafton Public Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of these tutors or tutors who use Library space. All arrangements must be made between the tutor and student/guardian.

The following policy is intended to provide a balance between the use of the Library by tutors and their students, and the use of the Library by other members of the community.

- Meeting Rooms for tutoring must be booked by the student, not the tutor.
- Grafton residents/cardholders have priority for booking Meeting Rooms, including Tutoring Rooms and Group Study Rooms.
- Tutoring Rooms (Children (0-12), Teen (12-18), and Tween (10-14) are reserved for designated age groups ONLY.
- Group Study 3, 4, and 6 are available for tutors and their students of any age at any time during regular Library hours of operation unless a Library program requires use of the space.
- Group Study Rooms and Tutor Rooms may be booked up to two (2) weeks in advance.
- Group Study Rooms and Tutor Rooms may be available on a walk-up basis, and cannot be reserved for more than two (2) days a week, or more than two (2) hours in a row.
- The Conference Room is available for up to two (2) tutor pairs of any age at any time during regular Library hours of operation unless a Library program or previous booking requires use of the space.
- IF no tutoring or group study rooms are available and the Community Room is available, Community Room A/B will be made available for communal tutoring space/conversation practice space for all ages unless a Library program or previous booking requires use of the space. Capacity is 6-12 tables for up to 6 people each.
- Tutoring is discouraged in the following public spaces: Teen/Tween Room, Children’s Room, Historic Reading Room, Large Print/New Book or Adult Stacks, Friends Corner. Tutors in these public spaces may be asked to relocate to a Tutoring room or Group Study room.
- Tutors and students must be conscious of other Library patrons and comply with the Library’s Code of Conduct, which prohibits behavior that is disruptive to other Library patrons.
- Guardians must adhere to the Library’s [Unattended Child Policy](#) by remaining sight-adjacent to their child ages 0-7; and in the Library building with their child ages 8-12 during tutor sessions for children 12 and under.
- The Library reserves the right to restrict or ban tutoring at any time without prior notice if space resources are monopolized or if such activities interfere with the use of the Library by others.

Compiled and voted by Board of Library Trustees

Adopted: August 25, 2021