

NORWELL PUBLIC LIBRARY TUTOR POLICY

Mission Statement: The Norwell Public Library is a publicly funded center for the pursuit of lifelong learning with a commitment to maintaining a strong professional staff, a high quality collection of materials and an attractive, functional building. The library welcomes all and strives to be responsive to the changing needs of its users, provides opportunities for intellectual stimulation and is a refuge for contemplation and friendly discourse. Access to the extensive collection is available through print materials, emerging technology and online services. Norwell Public Library is dedicated to being an educational and recreational resource to the community.

Policy Statement: The Norwell Public Library is an educational center and is a community partner in life-long learning for our residents.

Regulations: In order to accommodate the needs and interests of all concerned please abide by the following:

- The meeting room space is available to the public if there is no library program scheduled.
- Tutors and students must bring their own supplies.
- No messages may be conveyed through the library staff.
- The library telephone may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students.
- Parent/tutor conferences will not take place in the library.
- Food is not permitted.
- Drinks must be in covered containers.
- Tutors and students are asked to keep their voices down.
- Students under the age of 10 may not be left unattended by the tutor inside or outside the library building.
- The exchange of money will not be permitted in the library.
- Tutors may be invited to participate in a Library sponsored remedial program.
- Tutors may not advertise their business in the library.
- Tutors and students are asked to observe library etiquette.
- Sessions need to be completed 15 minutes before closing.

Approved: 11/14/2012