

**FRANKLIN LAKES PUBLIC LIBRARY  
TUTORING POLICY**

The Franklin Lakes Public Library recognizes the benefit to the students and parents of the community for tutoring to be allowed within the Library.

Free usage of the Study Rooms located on the second floor of the Library is permitted for tutoring. Study Rooms can be reserved one week in advance of the date of use. Main Library areas are not available for tutoring (including the Meeting Room, the Local History Room, the Quiet Reading Room or the Children's Room) as this space is reserved for research, reading, and individual study.

The following procedures are 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.

- **The student must be a Franklin Lakes resident.**
- Designated areas are available during the hours the Library is open until thirty (30) minutes before closing. If there is a need, non-reservable designated spaces will be made available at the discretion of the Library Staff.
- Tutors are responsible for the behavior of the student during the session and must comply with our *Unattended Children's* policy as well as the *Library's Code of Conduct* policy.
- Tutors may not publish or distribute advertisements or letters identifying the Library as their place of conducting business or imply Library sponsorship of their activities.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space. All arrangements must be made between the tutor, students and parents.
- Excessive no-shows or cancellations of reservations will result in loss of privileges. Reservations for Study Rooms can be made one week in advance and will be held for fifteen (15) minutes on the scheduled date. Study Rooms can be reserved for one hour.

Individuals who are receiving home instruction, ESL training, or school sanctioned tutoring activities will have priority in reserving Study Rooms as will Literacy volunteers. Proper documentation must be provided and coordination with the Library's Business Administrator is required for these accommodations.

*Approved 10/18/21*