



MILLBURN FREE  
PUBLIC LIBRARY

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[www.millburnlibrary.org](http://www.millburnlibrary.org)

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## Policy – Tutoring in the Library

Adopted March 16, 2015

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To help ensure a pleasant and productive atmosphere for all visitors, tutors who meet with students in the Millburn Free Public Library must follow all library policies, including these special regulations for tutors:

- Tutors, like any patron, are welcome to use the library during open hours. However, tutoring sessions must end 10 minutes prior to closing time.
- Tables and chairs are available on a first-come, first-served basis. Furniture may not be moved and tables cannot be reserved. The Millburn Free Public Library reserves the right to assign tutoring locations or relocate tutors in the building. Some areas may be designated a quiet study zone which would preclude tutoring.
- Unoccupied meeting rooms may not be taken for private use by a tutor.
- Please respect the rights of others to quietly study, read or work without interference. Please maintain low noise levels. Noise levels must not exceed the ambient noise level of the room. Tutors are responsible for the behavior of their pupils.
- Tutors must provide their own supplies, including paper, pens, hole punchers, staplers, White-out, etc. The public photocopier is available if copies are needed.
- Library phones are not available for use for incoming or outgoing calls.
- Work areas must be kept tidy and all papers and trash must be cleaned up at the end of a tutoring session.
- Library staff cannot watch personal belongings, including coats, briefcases, handbags, laptop computers, calculators, etc.