

## Florida Public Library Tutor Policy

The Florida Public Library welcomes tutors to use its facilities at no charge as space and library programming needs allow. **The following policy is intended to provide a balance between the use of the Library by tutors and their students:**

- Limited seating and table space are available on a first come, first served basis and must be shared with other Library patrons. No space may be reserved in advance.
- Tutors and their students must respect all policies of the Library, including the *Conduct of Patrons on Library Premises Policy* and the *Public Access Computer Use Policy*.
- Tutors and students are expected to provide their own materials (examples: paper, pens, rulers, scissors, tape, etc.) and are not permitted access to staff work areas and supplies. The Library's photocopier and computer printers are available with a per page printing charge which must be paid at the time of use.
- Library staff members are not responsible for scheduling, monitoring or supervising tutors' appointments with students. It is recommended that tutors check the Library's hours of operation and program schedules before making appointments with students.
- Tutors and their students have the same rights and responsibilities in using the public space of the Library as other community members.
- **When tutoring students 10 years of age and under, tutors are responsible for waiting with the students after the session ends until the students' parent or caregiver arrives.**
- **Tutors are not endorsed by the Library.**
- Tutors have no authority to deny Library access to any person.
- Questions about availability of space or Library policies should be directed to the Director or person-in-charge.

Adopted by the Board of Trustees

April 3, 2006

Revised March 4, 2019

Re-Adopted June 6, 2022

**Revised November 3, 2025**