

The Gloversville Public Library is dedicated to being an alternative, extension, and continuing education site for educational organizations within its service area. This tutoring policy applies to the tutoring of all students.

- Tutor groups will be limited to a maximum of 2 students per tutor per session. The use of Library space is not to be used as a classroom or office for tutors to work from, but as a safe and quiet workspace for children to receive instruction for them to be successful students.
- Tutoring will be allowed in first floor public rooms only. There will be no exclusive room use and reservations cannot be made for specific areas.
- It is the responsibility of tutors to establish communication with their students.
- Adherence to Library behavioral guidelines is expected of tutor groups. Adherence to the Library's Internet policy and guidelines is also expected (see attached policy). Food and beverages are prohibited.
- Students must be under their tutor's supervision at all times. Tutors must meet their students in the lobby.
- Library telephones are business phones for the use of the Library and should not be used on a regular basis by students or tutors.
- Tutors working with students at the end of the day are asked to leave the library fifteen minutes before closing time.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library  
Revised