Tutoring Policy

Tutors from not-for profit agencies may utilize available space within the Library to tutor their students after providing the Library with the tutor and student's name, address, verification of student's school status and verification of tutor's employment on letterhead of the tutoring agency.

Tutors must sign in at the circulation desk at the beginning of each session, acknowledging receipt of this Policy. Tutors and their students must abide by all Library policies and procedures, including maintenance of order, and tutors assume all responsibility and risk of injury that may occur to the tutor and his/her student and their property. A student may use the library facilities to be tutored for a maximum of three hours per day regardless of how many tutors the student uses due to the limited seating available in the library.

The meeting room will only be available when Library activities are not scheduled or when the rooms are not reserved for other purposes. If the meeting room does not have activities scheduled and tables are not setup, the tutor must request assistance from a staff member in using the meeting room.

Tutors who need to use the Internet, or the Library's electronic resources, should bring a laptop computer with a wireless network card or use one of Library's laptops. Wireless network access is available in the Library.

Children under 18 years of age who are tutored in the Library are the responsibility of the tutor while on Library property until released to a parent/guardian and/or authorized transportation.

The Library reserves the right to ask a tutor or student to leave the premises.

All students who are being tutored at the Westhampton Free Library must have a valid Westhampton Free Library card.

Adopted by the Board of Trustees: July 9, 2004

Amended: June 21, 2010

Amended: July 23, 2010

Amended: April 24, 2012

Amended: October 16, 2013

Amended: April 10, 2019