

Private Tutoring Use in the Library Space

Purpose

The Wyckoff Public Library supports lifelong learning and educational enrichment for all members of the community. This policy establishes guidelines that allow tutors and students to meet in the Library in a manner that aligns with the Library's educational mission while ensuring a welcoming environment for all members of the community. The Library reserves the right to restrict or ban tutoring at any time without prior notice in the event that it unduly interferes with the use of the Library by others or for any other reason.

Scope

This policy applies to all individuals who meet in the Library for private tutoring or instructional purposes. Library staff may request that tutoring participants lower the volume of their voices, relocate to another available table, or end the session, if they are disruptive to Library operations or other patrons.

Permitted Use - Tutoring in the Library is subject to the following conditions:

- The student must be a Wyckoff resident.
- Tutors and students may meet at publicly available tables on the main floor of the Library.
- Tutors and students must speak at a volume that does not disturb other patrons or Library staff.
- Tutors and students must adhere to the Library's Patron Code of Conduct.
- Meetings are permitted only during regular Library hours. Tutors working with students are asked to leave the Library fifteen minutes before closing time.
- Tutors shall work with a maximum of two (2) students per session per table. The maximum may be reduced at the discretion of the Library Director or designee.
- Volunteer ESL tutors matched by the Library and National Honor Society volunteers may use any area on the main floor, including Study Rooms.

Prohibited Activities and Conduct

- No money or other form of compensation for tutoring may be exchanged on Library premises.
- Tutors may not reserve tables or claim exclusive use of any Library space.
- Study rooms and the History Room may not be used for private tutoring sessions.
- Furniture and equipment may not be moved or rearranged.
- Computer workstations may not be used for tutoring.
- Tutors may not solicit clients within the Library.
- 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
- Activities or games may not disrupt the use of the Library space or access to the collections.
- Video and audio shall not be played through external speakers.

Supervision and Responsibility

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

- Tutors are responsible for the behavior and supervision of their students while on Library property and must comply with the Patron Code of Conduct and Unattended Children Policy.
- The Library does not provide supervision, instruction, or oversight of tutoring sessions and is not responsible for the quality or content of instruction or for the conduct of tutors.

Enforcement

Tutors may be required to sign a copy of this policy acknowledging receipt and agreeing to comply and submit it to the Library. The Library shall retain a record of any signed acknowledgements of this policy for use in further enforcement efforts against individual tutors, if necessary.

Failure to comply with this policy or with general Library policies may result in the termination of the tutoring session and/or suspension of Library privileges, in accordance with Library procedures.

Disclaimer

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available Library space. Use of Library space for tutoring does not constitute a partnership or affiliation with the Library.

Approved by the Library Board: April 15, 2026

Acknowledgement by Tutors

By my signature below, I agree that I received and reviewed the Wyckoff Public Library's policy on Private Tutoring Use in the Library Space, and agree to abide by the terms of the policy.

Signature: _____

Date: _____

Print Name: _____