

Paid Tutor Guidelines



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- ❖ All paid tutor sessions are limited to the three (3) study rooms on the second floor. The Children's area and the Teen Room are not to be used.
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- ❖ Rooms are available on a first-come, first-served basis at the beginning of the day – no advance bookings.
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- ❖ Tutors must sign up for a room at the Reference Desk.
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- ❖ There is a two (2)-hour limit per tutor per day. If no one signs up for the room, the tutor may stay an additional 1/2 hour. Each tutor may use the study rooms for a maximum of six (6) hours per week.
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- ❖ The door to the study room must remain closed at all times during the session. Parent/tutor discussions must also take place in the study room with the doors closed.
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- ❖ Tutors must provide all materials for their lessons.
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- ❖ Direct any questions or concerns to the Library Director.