



## Tutoring Policy

Lemont Public Library District (the Library), as part of its mission to promote lifelong learning, strives to provide a safe place for students to receive one-on-one instruction in a welcoming environment. To ensure equitable use of library space and a pleasant atmosphere for all library users, tutoring is permitted within the guidelines outlined below. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space.

### Tutoring Locations:

- Students may be tutored in the Adult Study Rooms or tables in the Adult and Youth Services departments in accordance with the library's Room Use and Code of Conduct Policies.
- Patrons will not be asked to move to accommodate a tutoring session.
- Students with special needs can be accommodated by advance arrangement with the Adult Services Manager or the Youth Services Manager.

### Tutoring Guidelines:

- Tutors and students must follow the Library's Code of Conduct policy, including ensuring that conversations and instruction are not loud enough to distract other library users and limiting cell phone use in the designated areas.
- In accordance with the Unsupervised Child Policy, children ages ten and younger must be under the direct supervision of their adult tutor until they are released to a parent or a designated responsible adult.
- Tutors and students must bring their own supplies.
- Tutors may not publish or distribute advertisements or letters indicating the Library as their place of business or otherwise imply library sponsorship of their activities.
- Library staff will not make or cancel appointments or relay messages to tutors or students.
- Tutors and their students who do not comply with the Tutoring Guidelines will be asked to leave the library.

Reviewed and Amended: August 31, 2022, April 15, 2025

Approved: September 13, 2022