

BALDWINSVILLE PUBLIC LIBRARY

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TUTORING

Baldwinsville Public Library's Expectations of the Baldwinsville School District

The District will:

1. provide library personnel with student information (including the name of the student, the name of the tutor, special needs, the tutoring schedule) prior to the student's arrival at the library for tutoring;
2. refrain from assigning students to the library for tutoring who are violent or who have been removed from school for carrying weapons, since this poses a danger to the public;
3. recognize that the Baldwinsville Public Library reserves the right to refuse students or tutors who create public disturbances and/or who violate the Patron Code of Conduct;
4. provide library personnel with a contact person and a back-up person at the District Office (including telephone numbers) in the event of problems;
5. be responsible for ensuring that tutors have been informed of Baldwinsville Public Library policies and the tutor's responsibilities.

Baldwinsville Public Library's Expectations of Tutors and Students

1. Tutors and students must sign in and out at the circulation desk each time they are in the library for tutoring purposes.
2. Tutors and students must follow the library rules as set forth in the Patron Code of Conduct.
3. Tutors are responsible for seeing that students understand and follow the rules in the Patron Code of Conduct.
4. Tutors must supervise students at all times, including when they are taking a break or using the rest rooms.
5. Tutors must accompany students using the computer lab. Either the tutor or student must sign in at the circulation desk for computer time, using a valid library card.
6. Tutors must inform the library staff before calling police or parole officers about a student or situation.

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7. Messages for and from tutors and students will be left in the sign-in book at the Circulation Desk.
8. Outgoing telephone calls must be made from the pay telephone in the lobby.
9. The library reserves the right to make the final decision about who is allowed to use the library for tutoring, or to terminate tutoring arrangements if problems occur.

Adopted 9/13/00
Board of Trustees, Baldwinsville Public Library