

The Mansfield Public Library welcomes tutors and students. The Library recognizes the benefit to the students and parents of the community of permitting tutoring within the Library, however, the Library must manage its limited space and resources in a way that best serves the needs of all users.

The Mansfield Public Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space.

All arrangements must be made between the tutor, student, and parents.

Library staff will not act as liaisons between tutors and their students.

The Library does not maintain lists of tutors. Individuals seeking tutoring services are referred to the Mansfield Public Schools.

The following procedures are intended to provide a balance between the use of the Library by tutors and their students, and the use of the Library by other members of the community.

- No tutoring is allowed in the Teen Space or Quiet Study.
- Tutors and students must be conscious of and not be disruptive to other library patrons.
- Tutors and students are to bring all of their own supplies such as paper pens, calculators, etc. Tutors and their students are free to use other library materials such as books, Wi-Fi, and computers, just as other patrons use them.
- The library closes promptly at stated times and tutoring sessions must end **fifteen minutes** before the stated closing time to allow the library to close as scheduled.
- Extended parent/tutor conferences should not take place in the library. Brief conversations are welcome.
- The exchange of money for tutoring services is not permitted in the library.
- Tables or other library spaces cannot be reserved for tutoring, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.

*Approved by the Board of Library Trustees on 11/9/22.*