



Montvale Public Library

Tutoring Guidelines

The Montvale Public Library is pleased to welcome tutors and students and recognizes the value tutoring provides to students and families in our community. To ensure that everyone can enjoy and benefit from the Library, we ask that all tutoring sessions follow the guidelines below.

These guidelines help balance tutoring activities with the needs of other library users and support the Library's mission of providing a welcoming, respectful space for all.

Please note: The Library reserves the right to limit or discontinue tutoring activities at any time, without prior notice, if they interfere with normal library use.

Important Information

- Independent tutors are **not sponsored, endorsed, or recommended** by the Montvale Public Library.
- The Library does **not assume responsibility or liability** for tutoring services.
- All tutoring arrangements are made privately between the tutor, student, and parent or guardian.
- Tutors may **not advertise, solicit business, or imply Library sponsorship** while on Library property.

Tutoring Requirements

To ensure a positive experience for everyone, the following rules apply to all tutoring sessions held in the Library:

1. **Eligibility**
 - Student and/or tutor must be Montvale residents *or* attend a school in Montvale.
2. **Tutor Registration**
 - Tutors must check in **in person** at the Reference Desk or Circulation Desk **before each tutoring session**.

3. Study Space

- Library staff will direct tutors to available and appropriate study areas.
- All study areas are available on a **first-come, first-served** basis.
- Designated tutoring spaces may occasionally be unavailable due to library programs or events.
- Chairs, tables, and displays may not be moved and tables cannot be reserved.
- The library reserves the right to assign areas for tutoring or to relocate tutors to another area of the library.
- If considering reserving a Study Room, please refer to the Study Room Policy.

4. Time Limits

- Tutors may use the Library for tutoring **up to three (3) days per week**.
- Each tutoring day is limited to **a maximum of three (3) hours**.
- All tutoring sessions must end **10 minutes prior to scheduled closing time**.

5. Supplies

- Tutors are responsible for bringing **all necessary supplies**, including paper, pens, calculators, or other materials needed for the session.

6. Behavior and Noise

- Tutoring sessions must be conducted **as quietly as possible**.
- Tutors are responsible for **student behavior during sessions**.
- Staff cannot guarantee a completely quiet area in the children's department after school.
- All participants must follow **all Library rules and policies**.
- Tutors and students are responsible for **cleaning up their area** before leaving.

Thank you for helping us maintain a calm, welcoming environment for everyone. We appreciate your cooperation and are glad to support learning in our community!