

Tutoring Policy Portland Library

Portland Library offers two small study rooms that may be used by tutors in accord with the Meeting Room Policy.

Tutors who are tutoring for pay may tutor their students at tables in the library. They may not book a study room in advance but if a study room is available when they come to the library they are welcome to request to use a room for a specified period of time not to exceed two hours per day.

Tutors hired to perform tutoring by Portland Schools and tutors who are not collecting pay may reserve the meeting rooms in advance for one session per day.

The tutor must reserve by the Wednesday of the week prior to the time(s) requested. Otherwise, the study rooms are available to the tutor on a first come, first serve basis.

The Library reserves the right to limit the number of hours per session and per week that may be used by a tutor. Guidelines are available upon request.

The library administration reserves the right to restrict or limit a tutor's use of the rooms during high-demand periods.

Tutoring sessions held at tables in the public areas of the library may not disturb or impede the use of the library by other patrons.

Failure on the part of the tutor or student to comply with the Library's Behavior and Environment Policy and the Meeting Room Policy shall result in the denial of the individual's privilege to tutor at the library.

Approved by the Library Board February 20, 2003

Revised March 20, 2003

Approved November 17, 2011