

Tutoring Policy Portland Library

Portland Library offers two small study rooms, the Nocek and the Buck room, that may be used by tutors in accord with the Meeting Room Policy. The Van Beynum Room is a 3rd option if the 2 smaller rooms are full (please note that while using the Van Beynum room, one could be interrupted by someone looking for historical materials.)

Tutors using a room must return the study room "Meeting Room Evaluation" form to the library staff at the end of the session.

Tutors who are tutoring for pay may book a study room one business day in advance, for up to two hours per day, or may tutor their students at tables in the public areas of the library as long as they do not disturb or impede the use of the library by other patrons. Otherwise, the study rooms are available to tutors who are tutoring for pay on a first come, first serve basis.

Tutors hired by Portland Schools and tutors who are not collecting pay may reserve the meeting rooms for one, two hour session per student, per day up to 30 days in advance.

The Library reserves the right to limit the number of hours per session and per week that may be used by a tutor and library administration reserves the right to restrict or limit any tutor's use of the rooms during high-demand periods.

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.

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