



## **Centerville Public Tutor Policy**

We are happy that you have chosen Centerville Public Library as a comfortable place to tutor your students. Your work is very important to us, but please keep in mind that library patrons and functions must take precedence, and space may not always be available for your use.

We ask that you agree to the following:

- In order to keep track of who is in the library, we are asking all tutors to sign in and out at the Front Desk.
- To make room for everyone, we ask that you limit your tutoring sessions to 1 hour per day per tutor.
- Space in the library is at a *first-come-first-serve* availability.
- Space must be shared with library patrons who may need tables for work or study.
- Please use a quiet voice to allow other patrons to also enjoy the space.

Thank you for your understanding as we try to provide you with a place to work with your students and create a positive environment that keeps everyone's needs in mind.

Victoria Allard

*Library Director*