

Dundee Library

Number:

Approval Date:

September 21, 2020

Tutors and Unattended Children

Children are welcome at the Dundee Library. **The Library Staff is concerned about the well-being and safety of all users. Libraries are public buildings and are open to the public. Library staff does not assume parental responsibilities or oversight of unattended minors.**

- Children are the responsibility of their parents or guardians, not the Library. The Library takes no responsibility for the safety or welfare of children left unattended at the Library. Under no circumstances will a staff member transport a minor away from the Library. If a minor is left at the Library in violation of this policy or at closing time, the staff will attempt to contact a parent or guardian. If contact isn't possible, the Yates County Sheriff will be called to assist.
- Children younger than ten (10) years of age must be accompanied by a parent or guardian, except while they are participating in an organized, staff supervised, and age-appropriate program. Children left at the above program must be picked up within 10 minutes of the program's completion.
- Youth (0-18) are not allowed at the Library while school is in session, unless they are accompanied by a parent, guardian or school-appointed tutor. Students engaged in online learning must be accompanied by a parent, guardian or school-appointed tutor.
- Children between 10 and 18 will not be unattended in the Library for more than one (1) hour and must be picked up by the normal closing hours. The Library assumes no parental responsibility.
- Children who are unwell or disruptive will be asked to leave the Library or must be picked up by parents.
- Library Staff are committed to:
 - Helping children find materials for educational and recreational purposes
 - Providing an environment that encourages study and exploration
 - Planning programs that inform and enrich

Parents and guardians are responsible for ensuring that:

Children act in accordance with these guidelines

Children's behavior doesn't present a safety hazard to themselves, other users or Library property

Children's behavior doesn't interfere with the use of the Library by others.

Tutored Children

The Library permits tutoring in accordance with Library policies. The Library does not sponsor, recommend or assume liability for the work or activities of tutors. The Library reserves the right to deny tutoring on the premises for failure to adhere to policies.

Tutors are asked to sign the Tutor Agreement Form.

- Children under 18 who are tutored in the Library are the responsibility of the tutor while on the Library premises. Tutors must check in with library staff at the main desk. If a tutor is more than 15 minutes late the student will be asked to leave the premises.
- Library staff will assign the designated tutoring space available. Space available is subject to availability. Space for tutoring is available in the children's room and teen room. The Internet Café is not a tutoring space.
- All arrangements for tutoring are between the tutor, student and parents. Tutoring sessions are limited to two (2) students per tutor.
- Library phones are not available for student or tutor use.
- During school hours, the student must leave the premises at the conclusion of a tutoring session.
- Tutors are responsible for the behavior of their students.
- Students should use headphones for computer work.
- The child being tutored in the Library is strongly encouraged to obtain a valid Library card for use of Library resources.

Dundee Library Tutor/Student Agreement Form

I have received, read and agree to the Tutoring policies of the Dundee Library

Date:

Student name and signature:

Tutor Signature:

Date:

Tutor Information:

Name:

Address:

Cell Phone:

Home Phone:

Tutor Employer Information (School, Private)

Name:

Phone: