MISSION STATEMENT
We serve the Jersey City community by providing access to diversified printed, audio-visual, and electronic resources that help Jersey City residents. As a taxpayer-supported service of Jersey City, we are committed to serving all individuals and groups in the community through a courteous, well-trained staff in a user-friendly environment.

PURPOSE OF POLICY
The Library recognizes that assisting Jersey City residents in various aspects of their lives is a vital component of library services. The Library sponsors ESL and basic literacy programs for adults, specialized math tutoring and foreign language programs for children and adults, individual assistance in starting a new business, etc.

In addition, the Library offers a safe place for other service providers to work with students and clients. These service providers may be tutors, instructors, and others, either acting privately or associated with nonprofit or profit-making organizations. Although some tutors and service providers are unpaid volunteers, many are paid for their time. The Library has instituted this Policy to address paid and volunteer tutors and other service providers who are not part of a Library-sponsored program and who wish to use Library facilities to provide services.

GENERAL GUIDELINES:
Tutors are defined as individuals who provide instruction to others, either on a paid or volunteer basis. Other service providers provide specialized assistance or guidance in their field of expertise. Parents and relatives assisting students are not considered by the Library to be tutors/service providers.

All tutors and service providers will be required to register at the front desk of the Library location where they wish to provide their service.
SPACE:

- Tutors/service providers should inquire at each Library branch about the location of an appropriate study/work area. Depending on available space, the Jersey City Free Public Library may restrict tutors/service providers to certain areas. All general public space in the Library will be made available for use on a first-come, first-served basis. Areas appropriate for tutors may not be available if they are being used by others. Library programs or activities always take precedence over tutor or other service provider requests.

- The Library is not to be used as classroom or office space on behalf of the tutor/service provider, but as a safe and quiet workspace for students/clients to receive instruction or other service. Tutor belongings or use of space should not interfere with easy access through the Library by other users, or interfere with access to collections and Library equipment. The Library offers equal access to our collections and will not allow tutoring or provision of services to infringe on others’ use of Library spaces or collections.

- Tables or other Library spaces can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session. Library furniture shall not be moved from where it is placed by Library staff.

- Each tutor or service provider may work with a maximum of two (2) students or other clients per session. A tutor or service provider is limited to two (2) sessions per day, each of which may not exceed 1.5 hours duration.

- Library meeting rooms are primarily for Library programs or for community meetings reserved by nonprofit 501(c)(3) groups. A tutor or service provider who is affiliated with an accredited nonprofit organization or 501(c)(3) organization may request to use a private meeting room, provided the room is not already booked for Library or other use. Meeting rooms must be reserved one week in advance by contacting the Library Director’s Secretary at 201-547-4508. A Meeting Room Application must be submitted to the Director’s Secretary and approved by the Director, and any applicable fees must be paid.

COMMON POLICIES:

- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors or other service providers who use available Library space. All arrangements must be made between the tutor, student and parents/guardians.

- All tutoring and other service sessions must end fifteen (15) minutes before Library closing time, so that the Library building can be secured in a timely manner.

- Tutors/service providers and their students or clients are required to follow the Library’s behavior policy. Tutoring/service sessions must be kept quiet; tutors/service providers are responsible for the behavior of their students/clients. The Library's policy regarding disruptive behavior applies to tutoring and service provision; the Library reserves the right to ask tutoring or other groups that become loud or disruptive to leave the Library.

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• Tutors/service providers and their students/clients are required to follow the Library’s Internet Policy.

• Eating and drinking are prohibited in the Library. Areas used by tutors/service providers and students/clients must be kept neat and clean.

• Children under the age of 18 are the responsibility of the tutor and the student’s parent/guardian. The Library recommends that a student’s parent or guardian be present in the Library during tutoring sessions. The Library assumes no responsibility for children left with a tutor or unattended in the building.

• Library telephones are business phones for the use of the Library, and may not be used by students, tutors, service providers, or their clients; phone messages may not be conveyed through Library staff.

• Tutors, students, service providers, and clients must bring their own supplies, such as paper, pens, pencils, etc. Tutors/service providers may use Library materials (such as Library books) in accordance with Library policies.

• Tutors and service providers may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

• Students, clients, tutors, and service providers are strongly encouraged to obtain a valid Jersey City Free Public Library card.

Approved by the Jersey City Free Public Library Board of Trustees.

Date: May 8, 2018

Revised: November 19, 2018