# Tutoring Policy

The Catahoula Parish Library premises are available for the use of members of the public to meet their needs in accessing information and quiet enjoyment of library material and equipment. As part of our mission, we do permit tutoring on the premises in accordance with this policy:

Free Tutoring Services:

* Library sponsored free tutoring services are allowed, but only in the meeting room
* Peer to peer free tutoring is allowed in the public spaces as long as voices are kept at a whisper and no other patron is being disturbed

Paid Tutoring Services

* No public space will be provided for conducting paid tutoring service, presentations to prospective clients for paid services, or solicitation of goods. The Library is not to be used as a classroom.
* All tutoring which takes place in public areas (areas outside of the meeting room) MUST be free of charge and MUST not disturb patrons or employees
  + The Library reserves the right to ask anyone that disturbs others to leave the premises
* ALL paid tutoring activities must be held in the meeting room
  + Exception: if quiet access to library materials such as computers is required
  + Meeting rooms is primarily for Library programs or previously reserved community meetings by non-profits. Therefore, the meeting room CANNOT be reserved for tutoring services. However, it may be used if it is vacant for the fee that is in place in the Meeting Room Policy.
  + Library staff and the Director must be consulted to use the meeting room
* Students of tutors MUST follow Library policies on behavior
* Library policy prohibits eating and drinking in any area without Director approval
* Tutors working with students at the end of the day are asked to leave the library fifteen minutes before closing time.
* Tutors may not publish or distribute advertisement or letters identifying the Library as their place of doing business or imply that the Library sponsors their activities.

General Guidelines:

* The Library telephone is a business phone and is not for public use.
* Tutors and students must bring their own supplies such as paper, pens, pencils, etc.