

TUTORING SPACE POLICY

- The Library is committed to providing a suitable tutoring space to support students' research and study. This tutoring space is available to:
 - Tutors employed by, or in contract with the William Floyd School District
 - Tutors employed by, or in contract with the Mastics-Moriches-Shirley Community Library Contract School Districts
 - Students of the William Floyd School District that are being tutored by privately arranged tutors
 - Students that are contract patrons being tutored by privately arranged tutors
- Tutors will contact the Library to obtain the Meeting Room Policy for Outside Groups/Individuals and an application to reserve meeting room space. The application will be kept on file at the Circulation Desk for each tutor. Tutors will sign in at the Circulation Desk at the beginning of each session. Tutors will re-apply quarterly for meeting room space.
- Tutoring will take place in available meeting rooms only when library activities are not scheduled or when the rooms are not reserved for other purposes.
- Tutors can expect to share meeting room space with other tutor/student pairs, however, the maximum capacity for each meeting room will be observed.
- Tutors and students will acknowledge and adhere to the Meeting Room Policy for Outside Groups/Individuals
- Laptop computers are available in the Teen Services Department for tutors who need to access the Internet or the library's electronic resources. Tutors must be over 18, have photo I.D. and a valid public library card.
- Children under 18 years of age who are tutored in the library are the responsibility of the tutor while on library property, until released to a parent/guardian and/or authorized transportation.
- All students that are being tutored in the library must have a valid MMSCL library card.
- Please Note: The main reading rooms are not available for tutoring.



MEETING ROOM POLICY FOR OUTSIDE GROUPS/INDIVIDUALS

The Meeting Rooms of the Community Library are available for non-profit educational, recreational, cultural and civic purposes on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of Library Meeting Rooms by community groups, organizations or individuals in no way implies endorsement of their policies or activities by the Library or anyone connected with the Library. Applicants requesting the use of the Meeting Rooms agree to the following procedures:

1. A completed application form must be submitted to a Circulation Desk Supervisor, no earlier than six months prior to the event. The application must be signed by an authorized representative of the group who is a district resident and 18 years of age or older.
2. All applications are submitted to the Library Director for final approval.
3. Meeting Room space is available during regular library hours.
4. All meetings must be open to the public.
5. No admission fees may be charged. Donations may not be solicited, nor may any items be sold.
6. Regular Library service takes precedence over all other activities. The use of Meeting Room space cannot interfere with the operation of the Library. People attending meetings held in the Library will park on the street or in the shopping center parking lots, rather than in the spaces provided for regular Library users.
7. The Applicant guarantees that the Meeting Room will be used only for the specific activity stated on the application.



8. The Applicant assumes responsibility for maintaining public order and safety in the Meeting Room, and for ensuring that all in attendance observe the Library's Rules of Conduct.
9. The Applicant is responsible for any damages or loss that results from the use of the Meeting Room by his/her organization.
10. Groups composed of minors must be supervised by an adult that is present at all times.
11. The Applicant indemnifies the Library and its Board of Trustees and Staff from any liability, claim or lawsuit arising from the use of the Meeting Room.
12. The Applicant will notify the Library immediately in the event of cancellation or postponement. Likewise, in the event of inclement weather, the Applicant bears the responsibility of contacting the Library in case of an emergency closing.
13. The Applicant's name and telephone number will be released to any person requesting information concerning an organization's activities or programs.
14. The Community Library may be mentioned only as a location not as a sponsor or as the headquarters for the meeting or event on publicity materials. The Library's telephone number will not be used as a contact for further information regarding a non-library sponsored event.
15. The final and sole interpretation of this policy rests with the Library Board of trustees. Implementation and enforcement are delegated to the Library Director or the Director's designee.

For Information call:

Adult Information Desk @ ext. 240
Children's Information Desk @ ext. 260
Teen Information Desk @ ext. 365

Hours

Monday - Thursday: 9 a.m. - 9 p.m.
Friday: 9 a.m. - 6 p.m.
Saturday: 9 a.m. - 5 p.m.
Sunday*: 12 p.m. - 4 p.m.

* Mid September - mid June

Director

Kerri Rosalia
krosalia@gmail.com

Board of Trustees

Joseph Maiorana
James Mazarella
Maris Raineri
Anthony Saggio
Joseph Simmons



TUTORING SPACE POLICY

*Mastics-Moriches-Shirley Library
is committed to providing
safe and appropriate study space for tutoring*

