**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:

1. Tutors employed by, or in contract with the William Floyd School District

2. Tutors employed by, or in contract with the Mastics-Moriches-Shirley Community Library Contract School Districts

3. Students of the William Floyd School District that are being tutored by privately arranged tutors

4. 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

The Library may prohibit tutoring during infectious disease outbreaks/other public health emergencies that warrant limiting the number of patrons in the building at one time and/or when social distancing measures are in put place by local, town or state edict or executive order.

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.

Amended 6/30/20