

MILLVILLE PUBLIC LIBRARY
Use of Library Facility Policy for Private Business/Tutoring
(adopted 6-8-10)

The Board of Trustees of the Millville Public Library will not provide any public space for conducting private business by individuals in the Library. This private business includes tutoring by private paid tutors, presentations to prospective clients for paid services and/or solicitation of goods. Paid tutors may not publish or distribute advertisements or letters indicating the Library as their place of doing business or otherwise imply Library sponsorship of their activities.

By agreement with the Millville Board of Education, students on Home Instruction and their tutors may use designated areas of the Millville Public Library for instruction. The Millville Public Schools will provide the Library with lists of eligible home-instruction students. Tutors must present official proof of their home-instructor status, as supplied by the Millville Board of Education. Specific procedures apply and have been agreed to by the Millville Board of Education.

The Library will not assume liability for the activities of tutors who use this facility in violation of the policy.

Guidelines for use of the Millville Public Library by Millville Board of Education tutors and students have been agreed to and will be held to by all participants as long as the agreement remains in effect. Copies of the Guidelines are contained in our Policy Manual, which is available at the Front Desk in the Library.

Rental and use of the library facilities for commercial purposes is not covered by this policy.

All other tutors will be denied use of the Library space for their own benefit and gain.

**GUIDELINES FOR CITY OF MILLVILLE, BOARD OF
EDUCATION, HOME INSTRUCTION TUTORS AND STUDENTS
USING THE MILLVILLE PUBLIC LIBRARY PREMISES**

1. You will sign in on the sign-in sheet and show a staff member of the Millville Public Library your identification card. If you are tutoring more than one student, you will sign in separately for each student.
2. Your student will show his identification card.
3. You will both go downstairs to the tutoring area or where instructed by Library staff.
4. You will keep the area you use clean.
5. No food or drink is allowed in the Library.
6. If you take materials downstairs, you will bring them up when your session is done.
7. No materials on the shelves downstairs may be removed without the permission of Library staff member.
8. If you give a student an assignment on the computer, you will be sitting and working with them on the assignment. The student may not be left unsupervised in the library building.
9. When your session is done, you will escort the student from the building.
10. You will communicate with your student and not infringe upon library staff to use the telephone or deliver a message to a student.
11. Students are not permitted to use foul language in the library, must behave properly, must respect library staff and other library users, and must comply with Library policies especially Rules and Regulations Governing Public Behavior on Library Premises—that policy follows these guidelines (see page 2).
12. Hours in which tutoring may be offered at the Library will be set on a schedule to be determined mutually between the Library and the Board of Education and is conditional on the presence of security officers at the Library on a regular basis.

All rules and regulations for using the Millville Public Library remain in effect. A copy of Rules and Regulations Governing Public Behavior on Library Premises will be provided.

March 19, 2014