



## Tutoring Policy

The North Miami Beach Public Library is dedicated to the education and enrichment of our community's learners, and welcomes tutors to use our space! The Library maintains the following spaces available for tutoring:

- The Tutoring Area, located next to the Teen Section of the Library behind the glass walls
- Study Rooms, located behind the Workshare space off the main Library floor

Tutors are welcome to use the Tutoring Area for educational activities on a first-come, first-serve basis; tutors must be respectful of others using the same area and may not request or attempt to force other tutors or students to leave the area or to cease their own tutoring activities. The Tutoring Area cannot be reserved ahead of time.

Tutors seeking a quiet or more private space may reserve a Study Room to do so, provided they follow the guidelines set forth in the Library's Study Room policy. Tutors using the Study Rooms must additionally abide by all normal Library policies and regulations, including:

- No food or drink is allowed in the Tutoring Area, with the exception of water bottles with closable caps.
- Patrons must remain fully clothed, including shoes.
- All Tutoring Area furniture must remain in the space.
- Tutors and their students may not cause property damage, including the need for extensive or unusual cleaning.
- Patrons may not sleep in Study Rooms.
- Tutors working with children under the age of ten (10) must remain in their company at all times.
- Patrons may not perform any other actions or activities that are prohibited in Library or City policies.



Tutors found to be violating Library policies, using the Tutoring Area or Study Rooms for unintended purposes, or otherwise abusing the space or their fellow patrons may lose the ability to use the space in the future at Director discretion.

Please note that the Tutoring Area is adjacent to the Teen Section; while the Library makes every effort to avoid an unusual amount of noise or disturbance, this is not a designated quiet area and tutors may not attempt to prevent or interfere with normal teen activities, programs, or use of the space. Teen programs and activities may generate noise during the course of any given day and cannot be canceled or moved by tutor request.

The Library cannot provide tutoring space in the Reference Area in order to ensure that all other patrons are able to take advantage of quiet space for various pursuits. Tutors with more than three students at one time must request reservation of Library classrooms if they wish to have dedicated space, and abide by the fees and policies associated with doing so.