



Guidelines for Tutors

Summer 2024

Although the Allen Park Public Library cannot accommodate tutoring in the Library proper, we are willing to provide space for up to two tutors at a time in the east (Allen Road) lobby per the following Guidelines for Tutors:

- Tutors must follow the Library's directives:
 - Timeslots can be reserved up to thirty (30) days in advance
 - Tutors can reserve two one-hour sessions per day
 - Tutors are to use the designated tables. There is only space for two tables and only two sessions will be available at any given time
 - Each table can accommodate one tutor and one student
 - Tutors must sign in at the Circulation Desk
 - Tutors are responsible for the student they are tutoring
 - The tutor and student cannot block the walkway in the lobby area
- Tutors must furnish all supplies needed. As with any patron, Library staff will be happy to assist with finding materials if supplementary materials are needed as time permits.
- Staff will not make photocopies for tutors
- A tutor may reserve more than one slot, as space permits, but each session must end promptly at the end of the hour

Those wishing to tutor at the Library should keep the following in mind:

- The Library staff are not responsible for unattended children. The tutor is responsible for making sure their student is picked up by a responsible party. The tutor is also responsible for notifying the student/parent if a session must be cancelled.
- The area designated for tutoring is an entrance to the Library, and there may be foot traffic during the tutoring session.

- Anyone wishing to use the Library to tutor must follow these Guidelines and the “Rules of Conduct of the Allen Park Public Library.” Violating the Guidelines and/or the Rules of Conduct may result in the suspension of tutoring privileges at the Library.
- Guidelines will be reviewed periodically and are subject to change.
- The Library is open to all Allen Park residents, and there are programs and activities going on throughout the week. The Library does not have “quiet study rooms” and there can be no expectation of a quiet space for tutoring.