



# Belleville Public Library & Information Center

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221 Washington Avenue  
Belleville, NJ 07109  
973-450-3434  
Bellepl.org

## Tutoring & Home Instruction Policy

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The Trustees of the Belleville Public Library & Information Center 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 Board of Education, students on Home Instruction and their tutors may use the Belleville Public Library & Information Center for instruction. Certain procedures apply for Home Instruction students, including notification of the Library by the Belleville schools. The Library will not assume liability for the activities of tutors who use this facility in violation of the policy. The tutoring of individuals in library-sponsored programs is permissible.

### PROCEDURES FOR STUDENTS ON HOME INSTRUCTION

The following procedures will be observed:

1. The Belleville schools will notify the Library, providing the name of the student, the student's tutor and the tutoring schedule. Names and schedule should be sent prior to the first tutoring session.
2. Tutors and tutees sign in at the Reference desk of the Library located upstairs.
3. Tutors and tutees are asked to wait in the Teen Room until the other person arrives. Students are required to wait a maximum of 20 minutes for tutors, after which time they should notify library staff if the tutor has not arrived. Students without a tutor should return home, not remain in the library.
4. Due to the limited seating in the Library, the Teen Room may be used for Home Instruction. If that room is full then assigned tables in the Adult section may be used.
5. Tutors and tutees are expected to respect library policies and procedures. Any problems involving tutors or students from the elementary, middle or high school should be reported to that Building's Administrator and to the Library Director.
6. Inappropriate or disruptive behavior by a student will NOT be tolerated. Any student dismissed for inappropriate behavior after three times will no longer be welcome to the Belleville Public Library for Home Instruction.