



Tutor Policy

Tutoring is an activity that relates to the Library's role as an educational support center and the Library tries to accommodate all tutoring sessions. However, the Library must also facilitate a quiet atmosphere for reflective study in the main part of the Library for those not engaged in a tutor/student session.

The following guidelines are intended to provide a balance between the use of the Library by tutors and their clients, and the use of the Library by other members of the community.

1. Tutors may use the tables in the public areas of the Library on a first-come-first-served basis and cannot be reserved ahead of time.
2. The following areas are not available for tutoring: individual study carrels, the Library's computer stations, and the Children's Room.
3. Several tutors may be using the same space at one time.
4. Tutoring is to be conducted on a one-on-one basis.
5. Tutoring will be limited to one hour per student; tutors may meet with a maximum of 2 students per day.
6. Tutors and their clients are expected to be respectful of others using the library. Tutors/clients who consistently use inappropriately loud voices may be asked by library staff to leave the library.
7. Tutors and their clients must leave the library promptly at closing. The Lincoln Public Library does not act in loco parentis; the library assumes no responsibility for children left unattended on library premises. (See Safe Child Policy)

Tutors and their clients are to keep in mind that tutoring is a privilege granted by the Library as part of its service to the community, and will be supported so long as it does not unduly interfere with the use of the Library by other community members. Pursuant to the Library's Code of Conduct, tutors may not solicit patrons in the Library. The Library reserves the right to ask tutors who are disruptive to other patrons to leave the library.

Approved and adopted by the Lincoln Public Library Board of Trustees 08/20/2013

Revised 05/27/2014

Revised 09/30/2025