

Cold Spring Harbor Library

Tutoring Policy

The Cold Spring Harbor Library, (“Library”) as part of its educational mission, permits tutoring on its premises in accordance with this policy. The Library is not to be used as a classroom or office, but as a quiet workspace for patrons. The following are the guidelines and procedures concerning tutoring in the Library:

- Tutoring, for the purposes of this policy, is defined as educational instruction in exchange for payment in a non-library sponsored program.
- Tutoring is allowed only in the lower level main room, the “Tutor Area.” If the Tutor Area becomes too crowded, the Library, at its discretion, may make other areas available.
- There is no tutoring permitted in “The Underground” under any circumstances. Tutoring may be conducted at the tables in the lower level.
- Tutoring services are allowed as an accommodation to patrons who need a place to meet their tutors.
- No rooms, areas, or tables may be reserved for tutoring.
- Tutors are allowed to work with a maximum of two students at a time.
- The exchange of money for tutoring services on Library property is strictly prohibited.
- The Library does not sponsor or recommend tutors.
- Tutors may not solicit for their services on Library property.
- Tutors may not publish or distribute any advertisements for their services listing the Library as their place of business. Further, tutors may not imply Library sponsorship of their activities, or imply any relationship with the Library.
- No patron will be asked to vacate a room or table to accommodate a tutor.
- The Library may, at any time, discontinue the use of any area designated for tutoring.
- All tutoring must be completed by 15 minutes prior to closing.
- The Library reserves the right to ask any tutor to cease tutoring activities and/or leave the premises if this policy is not adhered to in any way, or if such activities become disruptive to other Library patrons.

Approved April 5, 2021

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