



## TUTORING ROOM USE AND POLICY

- **Background:** The Board of Trustees and the staff of MML are very appreciative of the support offered by the Yarmouth community in the 2014 Capital Campaign. Among the new amenities is a specific tutoring room. This policy is intended to delineate its use.
- **Intent:** Recognizing that MML often serves as a meeting place for tutoring activities, our goal is to provide a self-contained designated space for tutoring that limits disruption to other patrons.
- **Status of Policy:** This is an interim policy that may be amended during 2015 as staff and trustees become more familiar with usage patterns. Staff and trustees will track use of the room, and will further refine Tutoring Room Usage Policy in response to community needs.
- **Procedures:** The tutoring space will have a daily sign-up sheet located at the front desk. The room may be used on a first come-first served basis, for a maximum of 2 hours daily. A group may use the space for more than their allotted daily time as long as no one else has signed up for the space.
- **Hours:** The tutoring room may only be used during library hours.
- **Room Charge:** There is no charge for the use of the tutoring room.