



Purpose

Central Islip Public Library supports educational enrichment by allowing limited tutoring on its premises. Tutoring is permitted when it aligns with the Library's mission to maintain a safe, shared library environment for all patrons.

Definition of Tutoring

Tutoring is defined as instructional or academic assistance provided to one or more students, whether on a volunteer or privately-paid basis.

Conduct and Use of Resources

- Tutors and students must follow all Library policies, including the Conduct on Library Property and Child Safety Policy.
- The Library is not to be used as a classroom, office, or commercial workspace.
- Tutors may not solicit clients, advertise services, or imply Library sponsorship. Tutors may not distribute business materials identifying the Library as their place of operation.
- Tutors may work with a maximum of two students per session per table or study area, unless otherwise approved by Library administration.
- No exchange of money is permitted on Library property. Tutors are encouraged to arrange payment privately and outside public areas.
- Tutoring must not disrupt Library staff, programs, or patrons. Groups that become loud or disruptive may be asked to relocate or leave.
- Tutors are responsible for arranging all communication with students and families. Library staff will not relay messages or coordinate sessions.
- The Library may request that a tutor present valid photo identification.
- Library staff and administration may terminate any tutoring session that violates this policy or other Library rules.
- Violations may result in loss of tutoring privileges in the Library.

Responsibility for Children Under 12

- A child under 12 years of age being tutored is the responsibility of the tutor while on Library property until released to a parent, guardian, or authorized caregiver. Tutors must

be able to immediately contact parents in the event of an emergency or incident.
Library employees are not responsible to supervise children.

- Parents or guardians are strongly encouraged to remain in the Library during tutoring sessions.
- In situations involving the safety of children, specifically whenever the parent or caregiver and/or Police or emergency services need to be contacted, staff will complete an Incident Report.

Liability Disclaimer

- The Library does not sponsor, recommend, supervise, or assume liability for any tutors or tutoring activities conducted on Library premises.
- The Library does not assume responsibility for children's safety or behavior when they are in the Library.

Adopted February 25, 2026