SEWICKLEY PUBLIC LIBRARY
TUTORING ROOM GUIDELINES
APPROVED BY THE SPL BOARD OF DIRECTORS
JUNE 3, 2004

The small study room and the Conference Room are the primary locations for reserved space for tutoring sessions. The Conference Room is also used for library-sponsored programs and other meetings. Other areas of the library, such as the Colbert Reading Room, provided that such use does not disturb other patrons, may be designated for use at the discretion of the reference librarian. These areas within the library are not reserved.

The main reference room of the library is a designated quiet area. The Young Adult Room is designated for student group and individual study, but is unavailable for tutors. The reference librarian makes final decisions regarding room allocation.

Tutors may schedule a time for room use at the reference desk either in person or by phone (412-741-6920).

Preference will be given to Literacy, ESL and other volunteer tutors. These tutors may schedule rooms for one month in advance.

Other tutors may register for one week in advance of meeting. These tutors will be limited to sessions of no more than two hours per day.

Bookings will be held for 15 minutes unless the user has notified the library that he or she will be late.

Individuals or groups may use the study room on a first-come first-served basis if it is not reserved for other purposes. There is a maximum use time of two hours per day. Individuals or groups need to sign in at the reference desk.