Mashpee Public Library

Tutoring Policy

Tutoring is an activity that relates to the Library’s role as an educational support center in order to serve the needs of the Library and the Mashpee community. The Mashpee Public Library provides Study Rooms, which can be used for tutoring to achieve the Library mission of supporting independent learning. Use of the Study Rooms is governed by the Study Room Policy, and any applicable rules or regulations adopted by the Library. Due to the popularity of the Library’s Study Rooms, the Library has adopted the following policy and procedures in regards to tutoring activities.

Space is subject to availability, and no preferential treatment is provided for tutoring activities. Study Rooms are available on a first-come, first-served basis at no charge, in accordance with the Library’s Study Room Policy.

Reservations for Study Rooms are accepted two weeks in advance of the date requested.

The Study Rooms may be booked during open library hours only.

Because of the general demand for use of the Study Rooms, the Library cannot accommodate applicants desiring to schedule multiple tutoring sessions in a single day. Use of the Study Rooms for tutoring is therefore limited to one reservation per tutor per day with a maximum of two hours per session.

Rooms must be vacated no less than fifteen minutes prior to the library closing, or at the end of the scheduled room reservation, whichever comes first.

Upon arrival, the tutor or student must check in at the Library’s 2nd floor Public Service Desk to secure the reservation.

Study Room furniture may not be re-arranged. Signs and decorations may not be taped or stapled to walls or doors. Use of glue, crayons, paint, markers, tape and other craft supplies is prohibited in the Study Rooms. Study rooms are to be left as they are found. Waste must be placed in appropriate garbage and/or recycling receptacles. No food is allowed in study rooms. In compliance with the Library Use policy, drinks in spill proof containers are permitted in the Library.

No tutor may use the Library as a mailing address. The Mashpee Public Library District does not endorse nor provide references for tutors or tutoring services.

The Library does not serve as an intermediary between students and tutors.

Tutors are limited to working with three students or fewer at a time. Study Room capacity is four people.

Students under the age of 12 must be accompanied by a caregiver, and are the responsibility of the tutor until released to a parent or guardian at the conclusion of each tutoring session. Parents are encouraged to remain in the Library for the duration of the tutoring session.

The Library does not provide equipment and storage for tutors, nor does it provide supplies and textbooks.

Study Room reservations will only be held fifteen minutes past the scheduled reservation start time and will be considered cancelled without a call or notification.

No person may assign its reservation to another person or group.

Violations of this policy, the Library Use Policy, or any other related Library Policies may result in the loss of room booking privileges.

Any individual using the study room shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual or group.