



## PERMISSION TO TUTOR

\_\_\_\_\_ Date

\_\_\_\_\_ Name of Tutor

\_\_\_\_\_ Tutor's Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ ZIP Code

\_\_\_\_\_ Name / Names of Child(ren) to be Tutored

\_\_\_\_\_ 29132

\_\_\_\_\_ 29132

\_\_\_\_\_ Library Card Numbers of Child(ren) to be Tutored

\_\_\_\_\_ Date(s) of tutoring

\_\_\_\_\_ From:

\_\_\_\_\_ to:

\_\_\_\_\_ On:

\_\_\_\_\_ Time of tutoring session(s)

\_\_\_\_\_ Day(s) of the week

Tutors are to register with the Library Director or the Youth Services Librarian, Miss Kate Gorman. In the absence of both the Director and the Youth Services Librarian, tutors may **provisionally** register with the supervising library staff member.

Children being tutored **must** have a Demarest library card

Children who are tutored in the library are the **responsibility of the tutor** while on library property until released to a parent or guardian.

Tutoring is to take place **only** in the children's room if space is available. Tutors may **not** meet in the teen or adult areas.

*This policy set by the Demarest Free Public Library Board of Trustees, 2014.*

### PLEASE SIGN AND RETURN

I, the undersigned, have read the **DEMAREST FREE PUBLIC LIBRARY'S POLICY ON TUTORING** and agree to all terms stated.

\_\_\_\_\_ Tutor's Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Youth Services Librarian or Director

\_\_\_\_\_ Date