

**FRANKLIN LAKES PUBLIC LIBRARY
PRIVATE/COMMERCIAL BUSINESS POLICY**

Effective November 1, 2016, the Board of Trustees of the Franklin Lakes Public Library has approved the use of designated areas in the library for those individuals conducting private commercial business. No other areas of the Library shall be used for these purposes. Any person/s wishing to conduct private commercial business must register at the Adult Reference Desk located on the second floor of the building to utilize the designated areas. These meeting spaces may be rented according to the meeting room policy. Private business includes, but is not limited to:

- private paid tutors,
- internet business,
- presentation to client for paid services and
- any other private/commercial businesses.

Fee: \$10 per day or \$50 per month, up to three (3) hours per day

Tutoring:

The Franklin Lakes Public Library recognizes the benefit to the students and parents of the community for tutoring to be allowed within the Library. Tutoring is an activity that relates to the Library's role as an educational support center.

Free usage of certain areas of the Library is permitted for non-profit tutoring with documentation (i.e. Literacy volunteers, ESL, home schooling, etc.). Designated Study Rooms on the second floor of this building are available for the use of paid tutors. Main areas are not available for tutoring (including the Meeting Room, the Local History Room, the Café Area, the Quiet Study Room or the Children's Room) as this space is reserved for research, reading, and study.

The following procedures are intended to provide a balance between the use of the Library by tutors and their students, and the use of the Library by other members of the community.

- In order for the Library to assure that tutoring within the Library is in line with the Library's service to the community, the **student must be a Franklin Lakes resident and registered card holder** and the tutor will need to register at the Adult Reference Desk.
- Designated study rooms are available during the hours the Library is open until thirty (30) minutes before closing.
- Tutors are responsible for the behavior of the student during the session. It is preferred that the parent remain in the Library while a child under the age of twelve (12) is being tutored. Children under the age of eighteen (18) who are tutored in the Library are the sole responsibility of the tutor while on Library property until they are released to a parent/guardian, or to someone providing authorized transportation. The Library assumes no responsibility for children left unattended.

- Tutor belongings or use of space should not interfere with easy access through the Library by other users.
- Tutors and parents must bring their own supplies, such as paper, pens, pencils, etc. Tutors may use library materials (i.e. books and computers) in accordance with Library policies.
- Conversations or instruction should not be loud enough to distract other library users.
- Library telephones may not be used to schedule or reschedule sessions and messages may not be conveyed through library staff members.
- Tutors may not publish or distribute advertisements or letters identifying the Library as their place of conducting business or imply Library sponsorship of their activities.
- Tutors should check the Library's hours of operations and program schedules before making appointments with students. In the event of an emergency closing, the student is the sole responsibility of the tutor.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space. All arrangements must be made between the tutor, students and parents.
- Food is not permitted and drinks must be in covered containers.
- Excessive no-shows or cancellations of reservations will result in loss of privileges. Reservations for Study Rooms will be held for fifteen (15) minutes.

To use a Study Room for either fee-based or non-fee based tutoring, the attached application must be submitted. A fee of **\$10 per day or \$50 per month** will be due prior to the first tutoring session.

Individuals who are home schooling, providing home instruction, conducting ESL training, literacy volunteers or school sanctioned tutoring activities are exempt from fees.

**APPLICATION FOR USE OF STUDY ROOM SPACE FOR TUTORING
FRANKLIN LAKES PUBLIC LIBRARY**

The second floor **STUDY ROOMS** are the designated area for tutoring sessions.

Chairs, tables, and study carrels in other sections of the Library are reserved exclusively for individual reading and study.

Several tutors may be using the same space at one time.

Fee: \$10 per day or \$50 per month, maximum of three (3) hours per day

RULES FOR TUTORS:

1. Tutors are required to have a completed application on file.
2. Tutoring is to be conducted on a one-to-one basis. Students must be Franklin Lakes residents and library card holders. Only tutors and students are allowed in the room during a session.
3. **There is a limit of one (1) hour per session, with a maximum of three (3) hours per day.**
4. Study Room reservations may be made in person or by telephone only one week in advance of usage. No reservations are available on weekends.
5. All participants must sign-in and check-out at the Adult Reference Desk.

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone # _____ Cell Phone # _____

Organizational Affiliation – Please check:

_____ School Teacher _____ Private Tutor _____ Literacy Volunteer

Student's barcode #: _____

I have read the Library's Tutoring Policy and agree to comply with the stated rules:

Signature

Date

**APPLICATION FOR USE OF STUDY ROOM SPACE FOR
PRIVATE/COMMERCIAL BUSINESS
FRANKLIN LAKES PUBLIC LIBRARY**

The second floor **STUDY ROOMS** are the designated area for **conducting private commercial business**.

Chairs, tables, and study carrels in all other sections of the Library are reserved exclusively for individual reading and study.

Several individuals may be using the same space at one time.

Fee: \$10 per day or \$50 per month, maximum of three (3) hours per day

RULES FOR CONDUCTING BUSINESS:

1. All users are required to have a completed application on file.
2. Sessions are limited to two individuals conducting business on a one-to-one basis.
3. **There is a limit of one (1) hour per session, with a maximum of three (3) hours per day.**
4. Study Room reservations may be made in person or by telephone only one week in advance of usage. No reservations are available on weekends.
5. All participants must sign-in and check-out at the Adult Reference Desk.

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone # _____ Cell Phone # _____

I have read the Library's Private/Commercial Business Policy and agree to comply with the stated rules:

Signature

Date