



**Norton Public Library**  
**Study Room/Tutoring Policy**

**Study Rooms**

The two study rooms at the Norton Public Library are available to individuals and small groups for the purpose of studying, tutoring or meetings. Each room has a maximum capacity of four people. This space is reserved for those who intend to use it as a quiet space away from other library activity. The name of the person booking and using the room will be recorded at the time of reservation.

Patrons can reserve the room for up to two hours a day. Reservations may not be made for more than three days at a time.

Users must abide by the Library's Food and Drink Policy. All users are expected to dispose of any trash.

**Tutoring**

Tutoring is to be conducted in the study rooms whenever possible and users must abide by the above study room policy.

If there are no study rooms available and tutoring is conducted at a table, activity must not interfere with other users of the library. (*See Behavior Policy*)

The Hiltz Conference Room is kept for public access to the materials and is not available for tutoring. Patrons and staff going in and out of the room would infringe on the privacy of the student and tutor.

Any excessive noise or disturbance related to the tutoring in the library may cause loss of tutoring privileges to all involved, at the discretion of the Director or their designee.

Effective 9/13/17, the facility fee for tutoring in the library has been eliminated.

*Approved by the Norton Public Library Board of Trustees 6/2006; Amended 9/2014;  
Revised 9/13/17*