Norton Public Library
L.G. and Mildred Balfour Memorial
68 E. Main Street, Norton MA 02766, (508) 285-0265

Study Room and Tutoring Policy

The Norton Public Library offers two study rooms as part of its mission to provide a welcoming environment for lifelong learning. The study rooms are available to individuals and small groups who wish to use them as quiet spaces away from other library activities for purposes such as studying, meeting, tutoring, telehealth appointments, online interviews, and more.

Study Rooms

The study rooms may be used on a first-come, first-served basis if they have not already been reserved. Those interested in using them must check in at the Circulation Desk.

Rooms can be reserved in advance under the following conditions:

- The individual booking and using the room must provide their name and phone number.
- Individuals or groups may use the rooms for up to two hours per day, regardless of which party makes the reservation. After two hours, if no one is waiting, individuals and groups may remain in the room with the understanding that they will exit if someone else requests a room.
- No individual or group may have more than three active reservations at one time.
- Users must abide by the Library's Behavior Policy and Food and Drink Policy. All users are expected to dispose of any trash.
- Each room has a maximum capacity of four people. Groups larger than four must reserve one of the library's meeting rooms.
- If users do not arrive within 15 minutes of their scheduled session time, the room will be released to other users. Please call the library to make other arrangements if you know you will be late.
- Users must be prepared to leave as soon as their session ends, as others may be waiting. If scheduled for the last session of the day, users must exit the room five minutes before closing time. Repeated instances of staying in the room past the session time may result in loss of study room access.
- Users should be aware that the study rooms are not entirely soundproof and there should not be an expectation of complete privacy or confidentiality. Those using a study room must use headphones for any audio from a computer or other device.
- The library is not responsible for loss or damage to personal property of individuals using any library facilities. Individuals must not leave their belongings unattended; if there are items in the study room when the session ends, they may be moved by library staff to make room for the next user.

Tutoring

The Library recognizes the benefit to students in the community of permitting tutoring within the Library. However, the Library must manage its limited space and resources in a way that best serves the needs of all users.

- Norton Public Library staff will assist tutors and their students as they would any other patron of the Library. However, staff cannot provide additional assistance that would not be provided to other patrons, such as delivering messages, finding tutors, or connecting students with their tutors.
- Tutors and students must bring all of their own supplies, such as paper, pens, calculators, etc. Tutors and their students are free to use other library materials, such as books, Wi-Fi, and computers, just as other patrons use them.
- Tutors are responsible for the behavior of their students during the session. Children under the age of 10 are the responsibility of the tutor while on Norton Public Library property until they are released to a parent/guardian or to someone providing authorized transportation.
- Tutoring must 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)
- Tables or other library spaces cannot be reserved for tutoring, nor can the expectation be made that others will be asked to move to accommodate a tutoring session. The Hiltz Conference Room is kept for public access to historical materials and is not available as a study room.
- Tutors must end their sessions before the stated closing time in order to allow the Library to close in an orderly fashion and as scheduled.
- The Norton Public 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, student, and parents.