



**Policy Owner:** Director Community and Library Services

**Category:** Operational

**Direction:** 4. Our Social Vitality

## 1. STATEMENT OF INTENT

- 1.1 Paid and volunteer tutors regularly use the Stanton Library as a workplace. This Policy is to ensure that tutors are aware of their rights and obligations in relation to their use of Stanton Library.
- 1.2 North Sydney Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people. These principles also apply to any event organisers who are holding events in parks, open spaces or streets under the ownership and/or control of the Council.

## 2. ELIGIBILITY

- 2.1 This Policy applies to both paid and unpaid tutors.

## 3. DEFINITIONS

- 3.1 Tutoring - can include Council programs and/or private tuition.

## 4. PROVISIONS

- 4.1 There are two bookable rooms in Stanton Library available on level 2. Tutors wishing to use these facilities must pay the booking fee as determined in the *Fees and Charges Schedule*.
- 4.2 Tutoring is not allowed in quiet study areas. This applies even if no other users are present in the quiet study area as it would deter users looking for a quiet study space from entering the area.
- 4.3 Tutoring is allowed in the open study and reading areas only if this does not disturb Library users or staff.
- 4.4 Tutors are to ensure their activities are in compliance with Council's *Child Protection Policy* in relation to children in the Library. When a tutor assumes

the role of carer for a child it is their responsibility to ensure the child is appropriately supervised.

- 4.5 Library staff will not assume the role of supervisor or messenger when tutors are unable to meet their students in the Library.
- 4.6 Tutors may not advertise the Library as their place of business or otherwise imply Library sponsorship of their activity.
- 4.7 The Library does not sponsor, recommend, or assume liability of responsibility for the work and/or activities of tutors who use Library space.

## 5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Council's Director Community and Library Services is responsible for implementation of this Policy.
- 5.2 Council's Director Community and Library Services will periodically review use of the Library as a tutoring venue and can limit the availability of the facility or exclude and/or their clients if they abuse the use of the facilities or cause undue disruption to users of the Library.

## 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Child Safe Policy
- Fees and Charges Schedule

Version	Date Approved	Approved by	Resolution No.	Review Date
1	19 March 2007	Council	126	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21
5	28 September 2022	A/General Manager	-	2024/25
6	10 October	Council	324	2024/25