

TUTORING IN THE LIBRARY POLICY

PURPOSE

University Libraries will use this policy for different campus entities to provide tutoring services in the Malpass Library.

DEFINITION

This policy will give direction on how University Departments on campus request space for tutoring in the library.

SCOPE

This policy is to help University Departments understand the policy and procedures necessary to obtain space for tutoring in the Malpass Library.

POLICY

Tutoring in the Library

The role of the library is to provide space within Malpass Library for Tutoring Services from departments on WIU campus. It is important that any distinctions (funding sources, procedures, etc.) of tutoring services should be invisible to the students using these services in the library.

The departments on WIU campus will:

- Send tutoring schedules to the Library Administrative Office each semester.
- Provide tabletop tutoring signage that can be stored at Access Services for pick up by tutors.
- Collect usage data of tutoring services for the purposes of financial aid documentation and future scheduling.
- Meet before each semester to review usage data, finalize scheduling and share tutoring schedules with each other and the library for the next semester.

The Malpass Library will:

- Provide space for all departments providing tutoring services.
- Provide a general sign for tutoring in the Malpass Library.
- Communicate tutoring schedule to Access Services staff and Reference Librarians.

REVIEW

This document will be reviewed by Library Administration on an annual basis.



Thursday, January 27, 2011

Approved/Signature

Date

Created: 10/10

Reviewed: 1/11