TUTORING IN THE LIBRARY POLICY

This policy outlines the use of Malpass Library facilities by academic departments or other units to provide tutoring services.

POLICY

The academic departments or units 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.

Created: 10/10, Reviewed: 1/11, 7/12
Approved by Dean of University Libraries