



# MELROSE PUBLIC LIBRARY

## Policy on Tutoring and Commercial Endeavors

The Melrose Public Library supports its mission of informing, enriching, and empowering all citizens by making available a wide variety of in-house resources, including tables, chairs, computers, printers and internet access.

The Trustees of the Melrose Public Library understand that from time to time, meetings may take place at the library of a commercial nature, such as tutoring of students. Patrons engaging in any such events must use publicly available space; reservation of space for commercial use is not allowed. Use of the library's facilities is limited to material intended for public use; patrons may not use the library's telephone lines or staff and office supplies for their personal or business use.

Patrons using the library's space and resources for any purpose must comply with the Library's Standards of Conduct Policy. In accordance with this policy, behavior that is disruptive to normal library operations is not allowed. Use of areas primarily used as quiet reading or study space, such as the Browsing Room, is discouraged for extended conversations.

There is no charge to use the facilities available at the Melrose Public Library, nor may staff accept any funds either personally or on behalf of Melrose Public Library, to influence use of space or materials. However, donations freely made to the Trustees of the Melrose Public Library are gratefully accepted.

Exceptions to this policy may be made at the discretion of the Board of Library Trustees as it deems in the best interest of the library and the community.

Approved by Trustees (May 8, 2013)

***A note about use of Meeting Rooms in Melrose Public Library:*** Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, for profit or for fundraising. No goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions. Use of meeting rooms for library purposes shall take precedence over all other uses.