

## TUTORING IN THE LIBRARY POLICY

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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