

### Did you know...

The Shaler North Hills Library does not receive financial support from the Shaler Area School District?

The library gratefully relies on tax support from Shaler Township, RAD and the Commonwealth of PA to maintain the building, materials, programs and resources.

As tax revenue continues to decline, we depend on the generosity of private donations to supplement tax revenues.

The total cost per Shaler resident to operate the library is \$30.00 per year.

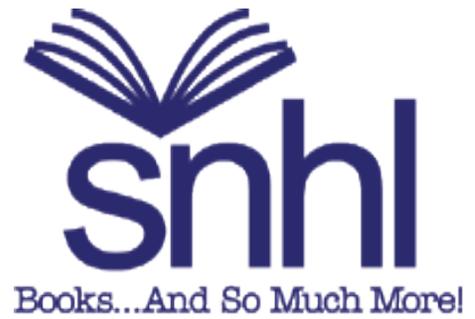
We encourage tutors, parents and students to have public library cards to access library resources such as POWER Library, use the computers and to checkout materials. FREE!

Shaler North Hills Library  
1822 Mt. Royal Blvd.  
Glenshaw, PA 15116  
412-486-0211  
[www.shalerlibrary.org](http://www.shalerlibrary.org)

Monday-Thursday 10 to 8  
Friday 10 to 6  
Saturday 10 to 5  
Sunday 1 to 5  
(Labor Day to Memorial Day)

Closed on Sundays in the summer.

# Shaler North Hills Library



## Information for Tutors, Parents and Students

## **Dear Tutors, Parents and Students:**

The Shaler North Hills Library has seen increased usage from private business, private tutors and tutors affiliated with non-profit organizations. We are pleased that so many people find the library a convenient and comfortable place to work.

At the same time, we must recognize the needs of other library users and balance them with the demands placed on our general seating area and resources by increased tutoring and by private business.

As a result, the Shaler North Hills Library Board has adopted the following policy in an effort to insure that all library users enjoy fair and equal access to our facility and resources:

### **Private/Commercial Business Policy**

The Board of Directors of the Shaler North Hills Library prohibits any person/s from conducting private/commercial business anywhere in the Library with the exception of the designated meeting room spaces. These meeting spaces may be rented according to the meeting room policy. Private business includes but is not limited to: Internet business, presentation to client for paid services, paid tutors, and any other private/commercial business.

The Library Director, Sharon McRae, will be happy to address any questions or concerns you have about this policy.

## **Information Specifically for Tutors and Parents**

Tutors accepting any payment for their services need to rent a meeting room or at a discounted rate of \$2.50 per hour. Maximum use per day is 4 hours for a total of \$10.00. Two rooms are available for rental:

- The Conference room
- The Yates room

### **Please follow these steps to reserve a meeting room:**

- Stop by the Reference Desk or Check-out Desk to reserve a room on the calendar.
- The room is confirmed upon payment.
- Rooms may be reserved on a weekly basis, up to one month in advance.
- One week's notice is required for cancellation in order to receive a refund.
- First come, first served.
- In the unusual event that the rooms are booked, tutors/parents will need to rent a table in a designated area.

## **We recognize that this is a significant change, however, there are benefits for all:**

- Students and tutors have a regular meeting room, free from distraction. (Have you been here when story time lets out?)
- Library materials are readily available.
- Students who may be embarrassed about their tutoring sessions aren't sitting in the middle of the library where their friends or classmates may see them.
- The general seating area remains free for those using library resources.
- The library receives a very small payment for the room rental to apply to heating/cooling and lighting costs.

### **Please keep in mind:**

- Tutors/parents should furnish supplies.
- Parents must remain in the library while children (8 years old and under) are tutored.
- The library does not sponsor, recommend or assume liability for the work or activities of the tutors using the library.
- We can't relay messages on behalf of students and tutors.

Beverages, with lids, are permitted in the meeting rooms. Food is permitted only in the lobby. Please clean up. Thank you.