



Cooper-Siegel

COMMUNITY LIBRARY

November 2024

Dear Tutors, Parents, and Students:

Welcome to our library! We appreciate that you share our mission of *cultivating a community of lifelong learners*. Because our library is spacious and has numerous meeting rooms, we are popular with tutors! In June 2013, our Board of Directors made some policy changes to better accommodate tutors, students, and other library patrons:

- We ask all tutors to reserve a meeting space at the library. We ask that you book your room ahead of time [here: coopersiegel.librarycalendar.com/reserve-room](https://coopersiegel.librarycalendar.com/reserve-room) You can also reserve it when you get here, but our spaces are limited and popular! Any questions, please call the Information Services Department at 412-828-9520 x5015.
- Regardless of the space tutors use in the library, we charge \$5.00/per-hour/per-student for tutors who charge for their services. There is no charge to tutors whose services are free. You are asked to pay upon arrival. If you have prepaid for a room, we are unable to refund for cancellations. All of these funds help to support our library.
- Tutoring tables in the non-fiction, teen and children's areas *can* be used on a first-come, first served basis when all of the rooms are booked. Reservations for those spaces can be made by calling or stopping by the Information Services Department.

Thank you so much for your cooperation. This policy allows us to better serve you and our community. This also allows us to compile a list of tutors who use our library which we happily share with interested patrons. If you have questions or would like to discuss this, or any library matter, I look forward to speaking with you.

Sincerely,

Jill McConnell
Executive Director
Cooper-Siegel Community Library
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