

August 12, 2019

Dear Middle School Parents and Guardians:

As we get ready to begin a new school year, many people in the community are concerned with the comfort and safety of students during the after school hours.

Each day Marshall District Library hosts between 50 and 80 students after school. From 2:30 pm to 4:30 pm, there are frequently more than 100 people using the library at any given time. Marshall District Library staff strives to make the library and the library grounds a safe recreational learning environment for users of all ages.

The library staff is concerned for the safety of children in the building. They cannot, however, keep watch over children. Children either accompanied by an adult or left unattended are the responsibility of their parents. Some areas of the library are designated for certain age groups during the after school hours in order to accommodate every visitor's learning needs. We recommend students not be left unattended in the building longer than one hour.

We encourage parents to visit the library with their children near the start of the school year to meet library staff and discuss afterschool activities and expectations. It is very helpful for students, parents, and library staff to have a chance to talk with one another and for parents to update their contact information with Marshall District Library.

Marshall District Library will offer several planned activities each week, including movies, art projects, crafts, gaming, holiday parties, book clubs, board games, LEGOS, and food creation days. We also offer many passive activities that include contests, puzzles, scavenger hunts, and volunteer projects. Students are always welcome to participate in any of the activities the library has to offer. We are again collaborating with Marshall Public Schools to offer free and healthy afterschool snacks.

The Marshall District Library Board has established a Code of Conduct that users of the library are expected to follow. This policy establishes that:

1. It is expected that people using Marshall District Library will engage in activities associated with the use of the public library. These activities include reading, looking at magazines or newspapers, studying, using a computer, attending a library program, or engaging in board games quietly. Users not engaged in these activities may be asked to leave.
2. Library users are expected to respect the rights of other users and not harass or annoy others through noisy or boisterous activities.
3. It is also expected that library users will not use the lobby as a gathering space. Entrances to the library are expected to remain clear so that all users may be able to access the building. Because of this, we ask that students that are waiting for rides wait inside the library building or outside in our garden area. Please consider coming into the library to pick up your student or texting them to notify them of your presence in the parking lot.

Many people in the community are curious about what happens when there is a violation of the Library's Code of Conduct. Users are asked to correct their behavior several times. When there is a continued violation of library rules, a user is asked to leave library property for the rest of the day. All users under the age of 18 are offered the opportunity to call a parent or guardian before leaving library property. Users under the age of 18 are also offered the option of waiting in a supervised staff area, such as the director's office, rather than leaving library property. In some circumstances, local police may be called to assist our users or staff.

The staff of Marshall District Library is charged with creating a welcoming and functional environment for patrons of all ages. We appreciate your help in creating a comfortable destination for all members of our community.

For questions about after school activities, youth services at the library, or questions about library policies and procedures, please contact Nate Palmer, Assistant Director at (269) 781-7821 x13 or [palmern@yourmdl.org](mailto:palmern@yourmdl.org) or me at (269) 781-7821 x11 or [semiferoa@yourmdl.org](mailto:semiferoa@yourmdl.org).

Sincerely,

Angela Semifero  
Library Director