



August 8, 2023

Dear Middle School Parents and Guardians:

As we get ready to begin a new school year, we want to remind you that Marshall District Library remains a place for all members of the community to *Explore, Discover and Grow!* ***Marshall District Library is known to be a safe and enjoyable place for youth to spend time after school, and we need families to help this remain true in our shared public space.*** We encourage parent(s) to visit the library with their student(s) near the start of the school year to review library guidelines and expectations. Come and be sure your library cards are up-to-date and meet our staff.

While the library staff is concerned for the safety of children in the building, they cannot keep watch over youth. Youth 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 needs. **We recommend students not be left unattended in the building longer than one hour.**

Despite the construction on Green Street this fall, Marshall District Library will continue to offer several planned activities each week including craft and art projects, gaming, holiday parties, food creation days, and more for students in grades 6-12. Visit the library website for more details. Youth may attend a library program, use a computer, read, study, or work on a coloring page/activity sheet while in the library. **Youth may not use the library as a hangout spot or purely social location.**

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 safe and comfortable destination for all members of our community. If you are in need of resources to assist with this school year, please let us know. **Please note: between 2:30-4:00 p.m., youth must show a Marshall District Library card or valid school ID to use the public computers; use is limited to one half hour during this time.**

Please review the Library's Code of Conduct excerpt on the reverse. For questions about library services, programming, or library policies and procedures, please contact Shauna Swantek, Head of Programming and Community Outreach, at 269.781.7821 x1800 or swanteks@yourmdl.org or me at 269.781.7821 x1100 or semiferoa@yourmdl.org.

Sincerely,

Angela Semifero
Library Director

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. Currently, this means selecting materials for checkout, using a public computer, or quietly reading/doing assignments. 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 library as a gathering space at this time. Entrances to the library are expected to remain clear so that all users may be able to access the building safely. Because of this, we ask that students that are waiting for rides wait inside the library building, outside in our garden area, or at another family designated spot outside our building. Please consider texting your student to notify them of your presence in the parking lot.

What happens when there is a violation of the Library's Code of Conduct?

Users are asked to correct their behavior once and are then 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.