

Patron Information

**Request for Patron Information**

**Confidentiality**

The New Buffalo Township Library Board of Directors believes that patron records are privileged and confidential information.

Disclosure of these records containing names, addresses and telephone numbers would constitute an invasion of privacy pursuant to the Freedom of Information Act set forth in MCL 15.243 (1) (a). Therefore, any person requesting such information will be denied access to patron records under the policy.

**Denial of Request for Information Form**

To:

You are hereby notified that your request of \_\_\_\_\_(date) has been denied because the information requested is exempt from disclosure pursuant to MCL 15.243 (1) (a). The Public Library maintains a policy of confidentiality of patron records and will not release patron names, addresses, or telephone numbers.

Under Michigan law you may commence an action in the Circuit Court to complete disclosure of public records (Freedom of Information Act, Sec. 10 MCL 15.240). We have attached a copy of the Freedom of Information Act for a full explanation of your right to seek judicial review under Sec.10.

Name \_\_\_\_\_ Title

\_\_\_\_\_

New Buffalo Township Library

Date \_\_\_\_\_

## Patron Information

### Closings

To avoid confusion, and for the safety of our library staff and our patrons, the New Buffalo Township Public Library will close when New Buffalo Area Schools close (between Monday through Friday) during inclement weather due to snow or ice. Closing of the Library will be at the discretion of the Library Director or person in charge on weekends or in other hazardous conditions such as fog or heavy storms. The Library will close early if the school closes early due to inclement weather.

Holiday's that the library will be closed:

|                |                     |                        |                  |
|----------------|---------------------|------------------------|------------------|
| New Year's Day | Good Friday         | Memorial Day           | Independence Day |
| Labor Day      | Thanksgiving        | Day after Thanksgiving | Christmas Eve    |
| Christmas      | Day after Christmas | New Year's Eve         |                  |

When in doubt the public may check WNDU Channel 16 or WSBT Channel 22 for library closings.

The library may also close for staff in-services from time to time.

### Animals/Pets:

Unauthorized animals are not allowed in the library. Legitimate reasons for allowing animals in the library are service animals and program animals. All exceptions must be cleared by the Director or Library Staff.

**Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.** In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

### Alcohol:

The Library is an alcohol and drug free zone. The only exception to this rule is for a library sponsored event that will be insured and licensed for that specific event.

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