

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 _____

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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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Petitioning:

The New Buffalo Township Library cannot and will not, in any way, control the content of any petition being circulated near the library. The presence of petitioners outside of a library building does not constitute the Library's endorsement of the policies, beliefs or political affiliations of any person or group circulating petitions for signatures.

To minimize disruptions to staff and patrons, the Library prohibits petition circulation within the interior spaces and entry lobbies of the Library. Therefore, petitioners must stay at least 50 feet from building entrances. Petitioners must adhere to the following rules:

- Petitioners and their furniture or equipment must not hinder or block the entrances to the Library buildings, or create potentially unsafe conditions to Library staff, patrons, or to the general public.
- The Library will not provide supplies, furniture, equipment, or any other amenities to petitioners, nor will the Library store any items for any period of time.
- Petitioners may not use any part of the building, including walls, columns, and lights to exhibit posters, notes or printed information.
- Petitioners shall not approach Library patrons and staff in an aggressive manner or engage in action that constitutes harassment of Library patrons and staff.
- Soliciting for funds is not allowed on Library property.

Petition circulators who fail to comply with this (or any other county or city) policy will be asked to leave the premises. Law enforcement will be contacted if any petition circulator engages in what is believed to be unlawful behavior.