

Hello!

We are looking forward to this upcoming school year. As you may have noticed, the library was very popular with the Memorial and TF South students last year. We want to make the library an enjoyable place for all of our patrons. In order to do so properly, we are implementing some policy changes and new guidelines to help everyone be able to use the library during our busy after school times. Respect: for ourselves, each other and for property is at the core of all of our policies. Everyone in the library is expected to use an appropriate voice level for the area of the building they occupy. The Chat Room is a space where voices can be louder than the library proper but yelling is not appropriate. The librarian in the room makes that judgement.

After school Pickup: We've noticed that several parents use the library as a pick-up stop after school. This has been increasing from year to year. We ask that, if possible, you arrange a different location for a pick-up. Our small parking lot is getting very congested and, for the safety of the students walking through the parking lot, we ask that you determine a different place to meet your child. If you do pick up your child at the library, they will now be asked to wait on the sidewalk along School St. There have been too many large groups blocking the doorway into the library as well as groups standing in the parking lot. The only places your child will be allowed to wait is on the School St. sidewalk or inside the library. They are not allowed to wait in the foyer doorway or under the awning. **If necessary we ask that you park in a parking spot and come into the library to retrieve your child. There is to be no parking in the driving paths of the parking lots, by the drop box or the front door.**

After School Library Guidelines: Students are not allowed to enter the library through the Indiana Ave. entrance. The lower level is designed for them to use the library. They may go upstairs via the stairwell to check out materials or study quietly. Otherwise they should be on the lower level. We have designated areas in the lower level to help make the library accessible to everyone. Here are our after school guidelines:

- All teens (grades 6-12) who are not working on schoolwork, looking for/reading a book, or using the computers must be in one of the two socializing areas. High school-aged students (grades 9-12) may use the Teen Space. It has comfy seating and a TV for video games or movies. Junior High-aged students (grades 6-8) will use the Chat Room. The Chat Room will regularly hold activities such as movie days, crafts, etc. There are also laptops available to Lansing Library card-holding patrons in good standing. We also have board games and coloring sheets available for use as well. We have a large volume of teens using the library after school. These distinctions help to give everyone a place to use the library as they want. **There will be no yelling in the Chat Room.**
- We have changed our Children's Policy. Starting September 5, children in 5th grade and under must be accompanied by a caregiver over the age of 18. Children 6th grade and up may be at the library alone. Children in 5th grade and under will be required to call someone to pick them up. If we cannot reach someone to pick up the children, we will have to call the police to pick up the children and take them home.

- The library reserves the right to ask any patron to leave who are not abiding by the library behavior policy. If a patron makes a habit of disregarding the behavior policy, he/she will be asked to stay away from library property for a longer period of time. If the patron continues to come on library property after being asked to leave, the police will be notified which could result in a ticket for trespassing. Behaviors that could result in being asked to leave include, but are not limited to:
 - Disrespectful behavior toward staff and/or other library patrons
 - Not listening and responding appropriately to staff
 - Being disruptive (yelling, running, swearing, listening to music without headphones, etc.)
 - Eating
 - Roughhousing/"play fighting"
 - Leaving items unattended. The Library is not responsible for lost or stolen items.
 - Destruction of library property
 - Any behavior deemed inappropriate, disrespectful, or disruptive by library staff
- If a patron is in a group that has been violating the behavior policy, the librarian will ask the entire group to leave. There is no arguing or discussion. Every patron is held accountable for their choices. If a group has been warned of being too loud and the patron does not remove himself/herself from the situation, the consequences are applied to the entire group.
- Unapproved items, such as sports balls and food, need to be given to the librarians at the desk. Patrons should not come behind the desks to place or retrieve their items. Patrons can put their skateboards on the skateboard rack on the lower level. Bicycles must be in the bike rack. We encourage patrons to use a bike lock as we have had bike thefts in the past.
- The full behavior policy is available on our website www.lansingpl.org click About Us, then click on Policies, then click on Behavior Policy.

We want the library to be a place for everyone to use. We hope that by adhering to the above stated guidelines, we can continue to make the library a comfortable place for everyone in our community. Any questions can be directed to the following people:

- Brandi Smits, Youth Department Head
- Debbie Albrecht, Library Director

Please share this information with your student. Thank you very much and we look forward to a great school year,

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Debbie Albrecht
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