



September, 2011

Dear parent or guardian,

The Chelsea District Library is eager to start the new school year and welcomes your student to use the library and its resources. The library is committed to providing an atmosphere of courtesy, respect and excellent service for all patrons who come in our doors. We would especially like to ensure that students have a safe and pleasant environment for after school study and group work.

Starting on the first day of school, any student entering the library will be given a bookmark outlining rules and conduct and highlighting available activities for students. As a matter of policy, we ask that every patron using the library be engaged in an activity at the library, be it reading, working on a computer, studying, playing a board game, or engaging in a meaningful creative pursuit. Any student who does not have something to do at the library will be asked to leave the premises for the day.

The library will also be continuing its policy of addressing behavior issues during the after school hours. Any patron who engages in unreasonable behavior such as loud talking, laughter or screaming, profane or abusive language, and lack of cooperation with library staff will be warned that their behavior is unacceptable and must improve. Their name will be taken down and a record of the behavior will be kept by the library. If the behavior continues after two warnings, the patron will be asked to leave the library.

If a student is removed from the library, the library Director will call his/her parent or guardian to discuss the student's behavior and the reason for removal. The student will not be allowed back in the library until that conversation takes place.

A full explanation of our behavior policies is available on our website:

www.chelsea.lib.mi.us/policies.htm

We hope that taking these steps will guarantee that the Chelsea District Library remains a hospitable and safe place for all to enjoy. See you at the library!

Bill Harmer

Director

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