

Library Hours:

Monday-Thursday from 10am-8pm

Friday & Saturday from 10am-5pm

Sunday from 1pm-5pm



Hello,

Welcome to the Charlevoix Public Library! As a guest at the Night Light Men's Shelter, you can get a library card and borrow up to three books, music CDs, books on CD, or DVDs at a time. If you would like to watch a movie or listen to an audiobook while at the library, let us know. We also have computers and a printer/fax/copy machine for you to use. Please ask a friendly librarian if you need any help or want to learn more about the library and our resources!

We hope you enjoy the library space! Some basics about behavior expectations are found on the other side of this document. Please ask a library staff member if you would like more detailed information about our policies. We look forward to seeing you at the library!

Sincerely,

Sarah Benitez

Adult Services Supervisor

Charlevoix Public Library

220 W. Clinton St.

Charlevoix, MI 49720

(231) 237-7342

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The Charlevoix Public Library is open to all. If at any time, you are made to feel uncomfortable or unwelcome by another person, please let a library staff member know. Everyone is expected to behave in a manner that is not disruptive to other people in the library. Everyone must show respect for library staff, other people using the library, library property, and library policies. Any behavior that is disruptive is considered unacceptable.

- First offense: Code of Conduct is given and must be signed to continue to use the facility.
- Second offense: Person is banned from the library and library property for one month.
- Third offense: Person is banned from the library and library property. To return, they must appeal to the Library Board of Trustees.
- Violent offense: There is zero tolerance for threats, acts of violence, vandalism, and theft. This includes all illegal activities. If such act(s) is viewed, 911 will be called and the person will be banned from the library.
- Trespassing offense: Trespassing is defined as failure to leave the library or library property as instructed, or entering the library or library property while banned. Trespassing will be handled by calling the police for assistance.

Disruptive behavior includes but is not limited to the following:

- Yelling, arguing, talking louder than the general noise level.
- Using tobacco, e-cigarettes, vaping, & tobacco-like products on library grounds, including the outdoor property.
- Consuming alcohol.
- Using profanity or other abusive language.
- Abuse of library equipment, furniture, or other materials.