

Library Hours

1. The hours that the library will be open are set by the Director and approved by the Library Board based upon the State of Michigan requirements and the available staffing.
2. Unscheduled closing of the library due to weather or staffing is at the discretion of the Director or the Board.

Building and Meeting Use

1. Reasonable attire will be required of patrons: shoes and shirts must be worn at all times inside the library building.
2. BIDL is a smoke free facility. Smoking is not permitted within 100 feet of any entrance.
3. Alcoholic beverages are not permitted on the premises, except when provided by the Library for events outside of regular business hours.
4. Groups or organizations may use the buildings for meetings or for an event with the approval of the Director.
 - Each group using the building must have a designated person in charge who will act as the contact with the Director.
 - The group size will be limited to the space available.
 - Use of the building for meetings or events cannot conflict with library service or programs.
 - Rearranging furniture for meetings or events requires approval from the Director, and the person in charge of the meeting or the event sponsor will be responsible for returning the area to its original condition.

Equipment

1. Office equipment fees are set by the Director and approved by the Board.
2. Blank Federal and State income tax forms may be printed free of charge, limited to two copies of any single form per patron per tax year.
3. Staff or Board members may use office equipment without charge for library business only.
4. All usage of library office equipment must comply with copyright laws.
5. The library is not responsible for the quality of printouts or copies.