



Policy Manual

BUILDING

B9: Personal Care Room for Nursing Mothers

For Public

Once in a while we have a patron request to provide an area for nursing mothers. Please note that IS staff will assist the patron, and that other staff, if asked, should direct the patron to the Information desk. If you are approached regarding this situation, please offer the following:

1. A patron may use the Story Time Room.
2. Please lock the door on your way out so the patron will not be bothered by others. This will also allow the patron to leave the room and you will not have to go back and lock it again.
3. Please remind the patron not to leave through the emergency doors onto the patio.
4. Please also remind them they must keep any additional children they have with them in the room. If they ask, they are welcome to bring any of the puppets or puzzles, etc., into the Story Time Room for their other children.
5. If the Story Time Room is not available, please assist the patron in finding a suitable alternative (rentable meeting room space can be considered if available).

For Staff

1. A staff member may use the small conference room in the Support Services work area.
2. If the conference room is not available, staff can be assisted by the staff in the Administration office to find a suitable alternative (rentable meeting room space or a private staff office can be considered if available).

Approved: February 5, 2014; Amended: July 16, 2014; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees