

## Title: Hours of Operation and Closure Policy

Effective Date: 2/15/15

Authorized By: Library Board of Trustees

Date of Last Revision: 2/16/22

### Hours of Operation

The Library will establish and maintain a regular schedule of open hours for both the Huntington and Markle locations.

All hours of operation will be approved by the Board of Trustees.

The Library will meet or exceed all public library standards and requirements in regards to the total number of open hours, the number of evening hours, and the number of weekend hours.

### Scheduled Closure

The Library will be closed for specific holidays throughout the year. The Board of Trustees will approve a holiday closing schedule each year. In addition the Library may be closed at the discretion of the Board of Trustees for events throughout the year including, but not limited to, staff training and community events.

### Emergency Closure

At any time, the Director may determine the need to close the library for emergency reasons. Emergency situations may include, but are not limited to, power outages, natural disasters, public safety threats, public health concerns.

Factors for closure may include

- Threats to the safety of patrons or staff
- Loss of power, water, or HVAC systems
- Recommendations for closure from local authorities
- Insufficient staffing to maintain safety in the building
- Inclement weather, indicated by:
  - A red or orange travel advisory released by the county
  - Severe weather warnings or alerts
  - Reports of multiple accidents or other safety incidents in the area
  - Unsafe conditions on the library grounds, including parking lots and sidewalks

The Director may close the library for up to 2 consecutive days without consulting the Library Board.

Upon the approval of both the Library Board President and Vice-President, the library may close for up to 2 weeks without approval of the full Board. Any closures lasting more than 2 weeks must be approved by the full Board.

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In the event of an emergency closure Library staff will attempt to alert patrons through available media outlets.

Patrons will not be responsible for fines accrued during an emergency closure.