

Document Type:	Policy
Number:	3.06
Effective:	03-16-2020
Revised:	08-08-2024
Last Reviewed:	12-10-2025

UNSCHEDULED CLOSURES/REDUCED HOURS

While every practical effort will be made to adhere to scheduled hours of operation, circumstances occasionally arise that require unscheduled closures and/or reduced hours in order to preserve the safety and well-being of Library patrons and staff.

The Library may reduce regular hours of operation (open late/close early) and/or completely close one or more of its physical locations in the event of:

- Severe weather conditions or natural disasters that make travel exceptionally hazardous, result in an insufficient number of available staff, prevent safe maintenance of Library walkways and parking lots, or that otherwise similarly impair safe and responsible operations;
- Building safety issues such as prolonged power outages, failure of a building heating or cooling system, gas leaks, water problems or other conditions at a Library location that impairs safe use and operation of the facility;
- Insufficient staff capacity to safely operate the facility;
- Request for closure by local, county or state law enforcement agencies; or
- Other seriously unsafe or unhealthy condition that impairs safe and responsible use and operation of a library facility.

The Board of Trustees delegates the decision to reduce hours of operation and/or close facilities for any of the above reasons to the Library Director. The Library Director, or designee in the event of the Director's unavailability, will make such decision in his/her discretion and will notify the Board President as soon as practical. In the event the Board President cannot be reached, then the Library Director or designee will notify the Vice President.

When a decision is made to reduce hours and/or close a facility for any of the reasons stated above, notification of the cancelation and/or closure should be made by posting physical notice at the affected facility's main entrance and posting electronic notice on social media. For extended closures, notice may also be provided on the Library's website or by advising local media outlets.

Library loan periods will be extended in the event of an unscheduled closure such that materials due on a day of unexpected closure will be considered due the next day that the Library is open for operation.