

GAYS MILLS PUBLIC LIBRARY CLOSING POLICY

EMERGENCY CLOSING

The Gays Mills Public Library maintains a regular schedule of hours open to the public. It may become necessary to close the library, shorten hours, or cancel programs when emergency conditions pose a safety hazard to the public and staff or prevent basic library functions.

Emergency situations include but are not limited to: dangerous weather conditions, loss of power, loss of heat or other mechanical failures, and other factors that might pose a serious health or safety risk to staff or patrons.

The decision to close or postpone opening the Library is at the discretion of the Library Director (or the staff person designated to be in charge when the Director is not available). The Library Board President will be contacted and advised of the situation.

Emergency closings are announced in as many ways as possible given the circumstances of the emergency and may include the library website, library answering machine, signs on doors, announcement in local media.

HOLIDAY CLOSING

The library will be closed for the following holidays

- New Year's Eve – Early Closing
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve – Early Closing
- Christmas Day

CLOSING FOR OTHER REASONS

The library may close during the year if the Library Board deems it necessary for repairs, maintenance, a large project, and/or training of staff.

Every effort will be made to keep the library open while the staff is taking leave, vacation or sick time. Not all shifts may be covered all days.

Closing for reasons other than emergencies will be announced in advance and may include postings on the library website, signs on bulletin boards and doors, voicemail message and any other way the Library Board deems necessary.

Adopted 1-2-2013