

# Unexpected Closings

In order to provide the best service, the library is open during scheduled hours whenever possible. However, the library's first priority is the safety of its employees and patrons; therefore, the library may be forced to close early, open late or not open at all on short notice for reasons beyond our control, such as extreme weather situations, building system malfunctions or other emergencies.

Decisions to close due to weather or other situations are made at the discretion of the Director. If the Director is not available, the library staff member in charge may close the building.

In the event of an unexpected closing, all scheduled programs or meeting room reservations will be canceled. The Director and/or library staff will make every effort to provide reasonable notice of any such closing to the public and/or any person(s) who have reserved the meeting room.

*Submitted for Consideration: 10/21/2014*

*Date of Approval: 10/21/2014*

*Date of Review: 10/2017*

*Reviewed and Approved: 12/12/2017*

*Date of Review: 12/2020*