

APPENDIX M: LIBRARY CLOSURE POLICY

I. Purpose of Policy

- A. At times when the weather becomes hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

II. Library Closures:

- A. The library will post a notice reminding library customers that whenever there is severe weather, or severe weather is in the forecast, they should call the library before venturing out. The recorded message on the library answering service will provide them with guidance on status of any library closure. Although the library is an essential service, it is not an emergency service and we should not endanger our staff or patrons.
- B. The Library Director or his/her chosen substitute will have the authority to close the library, either for an entire day or to close early, after consulting with the Library Board President and various roadway advisors. In all cases, employee and library customer safety will be the primary consideration.

III. Library Safety Measures Due to Inclement Weather:

- A. There are times when the weather becomes dangerous while the library is open. At times, this may require closing the library so staff and the public can get home safely. When the National Weather Service issues a Severe Thunderstorm Warning or a Winter Storm Warning the library staff will notify patrons of the impending weather. When a Tornado Watch is issued, library staff will inform patrons of the possibility of a tornado developing. If a Tornado Warning is issued, the library will require patrons and staff to take cover or leave the library immediately.
- B. Designated safety areas for Tornado events include: the Restrooms. The bathrooms are not reinforced, but they do not have windows. As a last resort, the Storage Room can be used. It is not an interior room, but it does not have windows. If the Lakes Medical Center next door is open, and time allows they do have a basement to seek shelter in.

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