

Emergency/Unexpected Closure Policy

Closing of the Library

The Library is a public service institution, and every effort is made to maintain regular hours for the public and staff, safety permitting. The Library will be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) or if otherwise deemed necessary to ensure safety of either library staff or the public. The Director may choose to have a late opening, early closing, or complete closure depending on circumstances.

The decision to close, open late, or close early, will be made by the Library Director. In the absence of the Director the Assistant Director will make the decision.

Cancellation of Library Programs & Reservations

- Youth Library Programs will be cancelled if the schools have an emergency closure.
- All scheduled library programs will be canceled in the event of a library building closure.
- All meeting room and Community Room reservations will be canceled in the event of a library building closure. Library staff will attempt to notify reservation holders of closing.

Staff Expectations

The Larsen-Sant Library wants all staff members to feel safe. Staff members seriously concerned for their safety in the event of adverse weather conditions who choose not to travel to work (or choose to leave work before their shift is over) should feel comfortable doing so after notifying the Director.

Part-Time staff have the option of making up the lost time if they so wish, with Director approval.