

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. Of the options available, the last is the least desirable and will not be implemented if other options are feasible. In the absence of the Director the Assistant Director will make the decision. The Director or Assistant Director use the following criteria to help make the decisions on closing protocol:

- The weather is more than twenty (20) degrees below zero Fahrenheit.
- Public Officials have asked that non-emergency trips be postponed.
- The Library is experiencing a power outage or other form of building maintenance issues.
- The routes to and from the Library and the Library's parking lot are difficult, or impossible to negotiate, with an ordinary car.
- Conditions may endanger patrons or staff.

A decision to close or alter hours of operation will be made as early as possible. Materials due on a day when the Library is unexpectedly closed will be considered as due the next day the Library is open. Fines will not be charged for these days.

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 reservations will be canceled in the event of a library building closure. Library staff will attempt to notify reservation holders of closing.
- Community Room reservations will be handled on a case by case basis.

Staff Expectations

The Larsen-Sant leadership 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.