

HOURS OF OPERATION

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Library Hours:

Sunday	CLOSED	
Monday	10:00 a.m. – 12:00 p.m.	and 1:00 p.m. – 5:00 p.m.
Tuesday	10:00 a.m. – 12:00 p.m.	and 1:00 p.m. – 5:00 p.m.
Wednesday		1:00 p.m. – 7:00 p.m.
Thursday		1:00 p.m. – 5:00 p.m.
Friday	10:00 a.m. – 12:00 p.m.	and 1:00 p.m. – 5:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.	

The library will be closed in observance of the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Eve Day
Labor Day	Christmas Day
	New Year's Eve Day

Revised & Adopted: December 2013

Revised: November 9, 2016

Going forward Entire Policy will be reviewed as one at end of document.

STAFF EMERGENCY

In the case of a staff (family) emergency the procedure (when time allows) should be that the staff member would attempt to notify another staff member and /or at least one board member in an attempt to locate a substitute. Leave an emergency closed sign on the door of the library. If time does not allow, lock the library and contact other staff or Board Member when it becomes possible.

Adopted: June 1990

Reviewed: November 9, 2016

Going forward Entire Policy will be reviewed as one at end of document.

INCLEMENT WEATHER AND UNPLANNED CLOSING POLICY

The Mechanicsville Public Library wants its staff and patrons to feel safe when visiting the library. Consequently there are times when severe weather or extreme building problems force the library to close.

- a. The Director is responsible for closing the library due to unsafe conditions. When a decision is made, the director will have the staff post signs informing the public of the closing.
- b. During inclement weather the time the library will open will depend on the storm. If conditions are severe the director will make the decision whether to open or not. If the conditions are severe and the library doesn't open, the director will post the closure

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online. If the library is closed, staff does not have to risk conditions to post a sign on the exterior doors.

- c. If the library director decides to close early due to inclement weather, the library will post a sign on the exterior doors, notifying patrons of the closure. The library will also post early closures online.
- d. If the library does have an unplanned closure, fines will be waived for the day/days of closure.
- e. A staff member concerned for their safety, which chooses not to travel to work, or chooses to leave work before their shift is over, may do so after notifying the director.
- f. If a staff member chooses not work during his or her shift due to inclement weather conditions, that staff member will not receive pay for hours missed.
- g. The safety of library patrons is important. Staff should not leave the building until all of the patrons have vacated the area.
- h. If the North Cedar School District closes for inclement weather all planned programs at the library will be cancelled. Cancellations of programs will be posted online.
- i. Winter storm closings will be posted on the KCRG website.

IN THE EVENT OF A TORNADO WARNING

- a. Staff monitoring the weather (The Weather Channel or local news radar) will announce that a tornado has been sighted in the immediate area (Example: There is a tornado warning in effect for our area. We ask that you calmly evacuate to our safe area until the warning is over.) Safe areas include backroom closet, or if time, next door at John Kuehnle's office.
- b. Direct patrons to designated "safe area."
- c. Make sure all patrons are in the safe area – usher unattended children to safety.
- d. Announce when threat is over.

IN THE EVENT OF A TORNADO WATCH

- a. Announce that a tornado watch has been issued for our county.
- b. Let patrons know you will be monitoring the situation.
- c. Note how many patrons are in the library and where they are.
- d. Take names and phone numbers of the unattended children in the library and call parents notifying them where their children are.
- e. If severe weather appears imminent, direct patrons to go home and seek shelter.

POWER OUTAGES

- a. If there is a power outage, library staff is responsible for ushering any patrons safely out of the building. Without power, patrons can be hurt within the library, so it is vital that no one but library staff remain in the building. If an outage occurs during a storm, patrons are to stay in the area in front of the circulation desk and not ushered outdoors. If there is a threat of a tornado, staff and patrons should go to the designated "safe area".

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- b. Staff will remain in the library building until the power has returned, but if an outage has lasted longer than two hours, the library will close for the rest of the day. A sign will be posted on the exterior door notifying patrons of the reason of the closure.

Adopted: November 9, 2016

Going forward Entire Policy will be reviewed as one at end of document.

Revised/Reviewed: September 5, 2018