



Adopted 7-21-11; Revised 3-1-12

Section 1 – Decision to Close

- a. The Leanna Hicks Public Library maintains a regular schedule of hours open to the public. It may become necessary to close the Library, shorten hours, or cancel programs when emergency conditions pose a safety hazard to the public and staff, or when conditions prevent basic Library operations. The decision to close the Library or cancel scheduled programs is based upon, but not limited to, one or more of the following:
 - 1. Severe weather and/or road conditions that cause hazardous travelling.
 - 2. Condition of the Library’s parking lots and walkways.
 - 3. Availability of staff to operate the Library. Minimal staffing level is defined as two staff members in the building at any given time.
 - 4. Failure of vital building services.
 - 5. General health/safety emergency in the community or area surrounding the Library.
 - 6. Requests for closure by local or state agencies.

Section 2 – Mandatory Closing

- a. For purposes of this policy the following will define a mandatory closing of the Library:
 - 1. Extended power failure. More than 30 minutes in daytime, more than 15 minutes after 6 p.m., or darkness that impairs clear visibility.
 - 2. Heat and air conditioning outage. Based on current Occupational Safety & Health Administration (OSHA) recommendations for air temperature in a workplace, If indoor temperatures are 80 degrees *Fahrenheit* or above inside of the building for over 2 hours, or if indoor temperatures are 65 degrees or lower for over 2 hours, the Library must close. If at any time the indoor temperatures are at or above 85 degrees or at or lower than 60 degrees, the Library will close immediately. The temperature readings will be based on the mercury thermostat located behind the circulation desk.
- b. The Library Director, or the Youth Services Librarian in the absence of the Director, shall make the decision to close the Library. The Library Board President shall be notified by phone within an hour of closing.
- c. In the event that an unexpected closing occurs, Library staff will assist patrons to the extent possible by allowing them to use the Library’s telephones to contact family, friends, or a cab to arrange to be picked up from the Library. Patrons may be asked to evacuate the building and wait outside to be picked up.

Section 3 – Overdue Items

- a.** Items that become due during any unscheduled closing of the Library will not be subject to fines.