

OPERATIONS
Hours and Closings

STATEMENT: The Red Jacket Community Library will be open to the public on a regular schedule and will follow established procedures for holiday and emergency closings.

PURPOSE: To establish regularly scheduled hours throughout the year for community access to the library, and document procedures for closings.

POLICY:

1. **REGULAR HOURS:** The Red Jacket Community Library will be open a minimum of 35 hours per week. These hours are:

SCHOOL YEAR:

Mon	Tues	Wed	Thurs	Fri	Sat
3-9	3-9	3-9	3-9	3-7	10-5

SUMMER:

Mon	Tues	Wed	Thurs	Fri	Sat
10-5	12-7	10-5	12-7	10-5	10-2

This schedule, along with special holiday hours, will be posted in the Library and on the Library calendar, website and social media.

2. **HOLIDAY CLOSINGS:** The Library will close on ten federal holidays and three “floating” holidays to be specified by the Director and approved by the Board of Trustees at the annual meeting. The ten federal holidays are New Year’s Day, Birthday of Martin Luther King, Jr., President’s Day, Veterans Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and Christmas Day.
3. **STAFF DEVELOPMENT CLOSINGS:** The Library may close up to six hours per year for staff development. This closing will be planned in advance and will be posted in the Library and on the Library calendar, website and social media.
4. **EMERGENCY CLOSINGS:** When school is in session, the Library will close during any emergency or weather situation that causes the Manchester-Shortsville District schools to close. If circumstances change and there is no longer a public safety issue, the Director will have the authority to make the decision to keep the Library open.

When school is not in session, the Director will have the authority to make the decision to close during any emergency or weather situation.

At their earliest convenience, the Director will notify the Library Board President or designee of any emergency closing or decision to stay open if there is no longer a public safety issue.

The Director will post notice of weather closings on the Library entrance if feasible, and on the Library website and social media.

5. **ACCESSIBLITY:** All Library programs are open to the public. The library will occasionally request a small fee to cover program supplies. Whenever possible, programming modifications will be provided for those with disabilities upon proper notification of need.