

**OPERATIONS**  
**Hours and Closings**

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

**III. POLICY:**

- A. **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.

- B. **HOLIDAY CLOSINGS:** The Library will close on ten federal holidays and three “floating” holidays to be specified by the Library 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.
- C. **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.
- D. **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 Library Director will have the authority to make the decision to keep the Library open.

1. When school is not in session, the Library Director will have the authority to make the decision to close during any emergency or weather situation.
  2. At their earliest convenience, the Library 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.
  3. The Library Director will post notice of weather closings on the Library entrance, if feasible, and on the Library website and social media.
- E. EXTENDED EMERGENCY CLOSINGS: To protect the health and safety of patrons and staff of the Red Jacket Community Library, occasionally the library may need to close for extended periods of time. The Library Director and Board of Trustees regularly monitor federal, state, and local resources to assess situations that would warrant a closure or curtailment of some services.
1. The Red Jacket Community Library follows emergency advice and directives from federal, state, and local authorities. In the event that external agencies proclaim a travel ban, quarantine, or any other regional curtailment of services, the Red Jacket Community Library will close until instructed to reopen.
  2. The Library Director, in consultation with the Board of Trustees President, may close the Red Jacket Community Library for up to 48 hours based on factors such as local travel disruption, absences among the staff, or other contingencies. For closures lasting beyond 48 hours, the Director should consult with the full Board of Trustees on the situation, determine the duration of the closure, staffing needs and compensation, develop plans for overseeing critical facility needs, and define conditions that would warrant reopening the library.
  3. The Red Jacket Community Library will communicate information about closures through signage, the library website, and social media.
  4. If feasible, the Red Jacket Community Library will maintain digital services, including the online catalog, digital publications, and Wi-Fi access during emergency closures.
  5. In the event of an extended closure, late fines will be suspended.
  6. If circumstances warrant, the Library Director may instruct staff to implement ad hoc procedures or curtailments (e.g. social distancing measures or cancelation of some programming). These decisions will be communicated to the Board of Trustees.
- F. ACCESSIBILITY: 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.

Revision History:

06/15/2020: Added section III.E, formatting changes