

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 for community access to the Library and document procedures for Library closings.

- III. POLICY**
 - A. HOURS**
 - 1. The Red Jacket Community Library will be open a minimum of 35 hours per week to meet New York Public and Association Libraries Minimum Standards.
 - 2. Regularly scheduled hours will be posted in the Library and on the Library calendar, website, and social media.

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

 - C. HOLIDAY CLOSINGS**
 - 1. The Library will close on eleven holidays to be recommended annually by the Director and determined by the Board of Trustees at the annual meeting.

 - D. STAFF DEVELOPMENT**
 - 1. The Library may close for up to six hours per year for staff development.
 - 2. Staff development will be planned; closings will be posted in the Library and on the Library calendar, website, and social media.

 - E. EMERGENCY CLOSINGS**
 - 1. The Library may close during emergency conditions that pose a safety hazard to the public and library staff, such as severe weather events, hazardous travel conditions, extended power failure or lack of vital services.
 - 2. The Director has the authority to make emergency closing decisions.
 - a. At their earliest convenience, the Director will notify the Board President or designee of any emergency closing.

- b. If circumstances warrant, the Library Director may instruct staff to implement ad hoc procedures or curtailments (e.g., social distancing measures or cancellation of some programming). These decisions will be reported to the Board of Trustees.
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 closings.

F. EXTENDED EMERGENCY CLOSINGS

1. For closures lasting beyond 48 hours, the Director should consult with the Library Board Executive Committee on the situation, duration of the closure, staffing needs and compensation, plans for overseeing critical facility needs, and define conditions that would warrant reopening.
 - a. The Executive Committee will report information to the Board of Trustees.
2. The Director and Board of Trustees shall regularly monitor advice and directives from federal, state, and local authorities in the event of travel bans, quarantine, or other reason that could curtail services.

- IV. REFERENCES** New York State Education Department. [New York State Library: New York Public and Association Libraries Minimum Standards as of January 1, 2021.] <https://www.nysl.nysed.gov/libdev/ministan.htm>; accessed 14 April 2023.

Revision History	
4/17/2023	Changed policy title from "General Operations". Removed specified hours from section A, removed named federal holidays and three floating holidays from section C. Added Executive Committee role to section F. Reformatted in accordance with Policy 100-2.
06/15/2020	Added section III.E and made format changes.