

Hours of Operation Policy

1. Library Hours

- 1.1. The Trustees designate the hours the library will be open. The goal is to have the library available for use at hours best-suited to community needs.
- 1.2. The Library will be closed on all Town holidays.
- 1.3. Additional closings will be determined by the Trustees as the need arises. Library closing dates are set by the Trustees.

2. Emergency Closures

- 2.1. The Library may close as emergency so dictates, including – but not limited to – hazardous weather conditions.
- 2.2. The Library Director may authorize special closing as the situation dictates.
- 2.3. The Library Director (or, in his absence, Senior Staff) must consult with a Trustee (preferably the Chair) prior to an emergency closing.
- 2.4. When the Library is closed for holidays and emergencies, every effort is made to post a sign at the entrance and to leave a message on the telephone answering machine.

3. Library Staffing

- 3.1. A minimum of three staff members must be in the library when it is open to the public.
- 3.2. When staffing falls below the minimum level, the library will be closed to the public and the remaining staff members will notify the Police Dispatcher and the schools and work discreetly in the workroom.
- 3.3. The preceding are the necessary levels of staffing to maintain service and security. No vacation or compensatory days may be scheduled which would result in lower levels of staffing. Substitutes may be arranged.