

Title: Hours of Operation and Closure Policy

Effective Date: 2/15/15

Authorized By: Library Board of Trustees

Date of Last Revision: 1/20/16

Hours of Operation

The Library will establish and maintain a regular schedule of open hours for both the Huntington and Markle locations.

All hours of operation will be approved by the Board of Trustees.

The Library will meet or exceed all public library standards and requirements in regards to the total number of open hours, the number of evening hours, and the number of weekend hours.

Scheduled Closure

The Library will be closed for specific holidays throughout the year. The Board of Trustees will approve a holiday closing schedule each year. In addition the Library may be closed at the discretion of the Board of Trustees for events throughout the year including, but not limited to, staff training and community events.

Emergency Closure

In the event of an emergency the Library Director will have the discretion to close the Library for not more than two days without the approval of the Library Board. An additional day of closure may be approved by the Board President.

The Library will be closed if Huntington County Emergency Management declares a “code red” travel advisory. The Library will reopen 2 hours after a “code red” is lifted.

In the event of an emergency closure Library staff will attempt to alert patrons through available media outlets.

Patrons will not be responsible for fines accrued during an emergency closure.