

Appendix 6c

SEVERE WEATHER CONDITIONS PROCEDURES

The Library is a public service institution, and every effort is made to maintain regular hours for the public. The director or her/his designee will make the decision to close in the case of severe weather conditions based upon:

- Condition of the Library's parking lots and walkways*
- Availability of staff to open and operate the Library: minimal staffing level is defined as two staff members in the building at all times
- Condition of the building's equipment
- Hazardous traveling conditions
- Requests for closure by local or state agencies

The Library will not automatically make changes in Library hours based on any other institution's actions, including RSD 13 schools. Once the decision to close or to open late is made by the director or designee, the following actions/notifications must take place:

1. Notify staff members scheduled to report
2. Announce the closing to patrons in the building
3. Ensure that all children in the Library will be picked up by a responsible adult (if that is not possible, follow the guidelines in the "Unattended Children Policy")
4. Put a sign on the front door stating the reason for closing
5. Change the Library phone message (if possible)
6. Put the Library closing information on the Library website (if possible)

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