

Emergency Closure Policy

This policy establishes guidance for library staff when deciding to close or modify regular hours for emergency or dangerous conditions.

Criteria

- Weather-related warnings issued
- Safe traveling conditions for scheduled staff
- Closing of area schools, agencies, and/or businesses
- Other emergency warnings
- Mechanical failures or dangerous conditions in the building
- Fewer than two staff available to work

Authority

The Library Director will make a decision to close by monitoring weather, news, and/or road condition reports, and the closing of other organizations in the community. When the Director is unavailable, the senior staff member may decide to close by consulting with the Library Board President, or other board member.

Notifications

To the extent possible, the closing will be shared on the library website and calendar, relevant social media, library entrances, outgoing phone message, and to SCLS libraries. To the extent possible, the library will remain open a minimum of two hours after dismissal of River Valley Schools.

Programs

Programs scheduled during an emergency closure will be cancelled. Youth programs will be cancelled when River Valley Schools are unexpectedly closed.

Adopted by the Library Board: 3/13/18

Revised: 10/13/2020, 10/30/2023