



Volume VIII – Facilities

Chapter I: Emergency Closing of Facilities

JDL Policy VII.I: Emergency Closing of Facilities

In keeping with the mission of the Library, unscheduled closings due to inclement weather or other public or staff health and safety emergencies will be kept to the minimum number of days consistent with public and staff safety. Emergency closings for reasons other than inclement weather will follow the same policy and procedures.

The Library Director or his/her designee will make the final decision after consulting with the administration team. Every effort will be made to provide as much advance notice as possible. In some instances, the Library Director might announce a delayed start when necessary due to inclement weather. Determining factors include, but are not limited to:

- Safety of patrons and staff
- Length of commute for staff under adverse weather conditions.
- Emergency conditions as declared by police and/or local government entities.
- Heat, plumbing, electrical or other facilities issues.

In the event of an unscheduled closing due to inclement weather or other emergency, the library will follow the Emergency Closing Procedures to inform the public and library staff.

When the Director declares the Library closed, those regular staff members who were previously scheduled to work will not lose pay for the regularly scheduled hours they would have otherwise worked. Other details are available in the JDL Personnel Policy, and the MEA and Teamsters contracts.

Overdue Items

Items that become due during any unscheduled closing of the Library will not be subject to fines. Managers are encouraged to exercise discretion to address circumstances that may have prevented patrons from returning their materials in a timely manner during such unscheduled closing.

(Approved 12/17/15)