

POLICY 605
EMERGENCY CLOSURE OF LIBRARY

When it is determined by the Director that an emergency situation exists or is imminent (snow storm, flood, pandemic, or power/mechanical failure, etc.), the Library shall be closed to the public and patrons/staff will evacuate the premises via Director instruction. If possible, the Director shall consult with the Board President or the next available Officer in order of succession, before closing the Library. Length of closure period shall be evaluated by the Director in consultation with the Board President.

1. Notifications

- a. The LLD Director shall notify the Board President of the emergency closure.
- b. Upon closure, the LLD Board of Trustees shall be notified as soon as possible by the Director via email.
- c. Every effort will be made to inform the public as soon as possible of the Library's closure via signage, social media posts, website announcements, etc.
- d. If the closure is extended, alerts shall go to RAILS, Library vendors, intergovernmental organizations, pertinent community groups, volunteers, and other relevant parties who may be adversely affected.

2. Responsibilities/Procedures

- a. The LLD Director shall work remotely to coordinate all aspects of closure, working in concert with Department Directors and Administrative staff.
- b. Appropriate staff shall monitor building, property, and all LLD system conditions.
- c. If permissible, Library material return boxes shall remain open.
- d. Material due dates shall be extended; other circulation/Library card procedural modifications may be initiated depending on length of closure.
- e. Employees scheduled to work on a day that the Library closes due to an emergency, shall be paid the hours they were scheduled to work. If the closure is extended, Director shall assess and assign staff responsibilities to ensure LLD operations, communications, and systems are properly maintained.

The LLD Director/Board of Trustees may adjust any of the above to meet the needs of an emergency to ensure the safety, health, and general welfare of the public and staff.

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