

MGT-8: Temporary Closures Policy

Adopted: 9/18/2014; Last Revised: 2/15/2018

Policy Statement

In order to protect the safety of the staff and public, the library may periodically close due to inclement weather or major building problems.

Regulations

1. Since the library is an independent organization, e.g., not part of a local school system, decisions to close will be made by the library based on the following:
 - a. Requests from local, county, state or federal law enforcement agencies.
 - b. General conditions of roads in Orion Township, including the library's parking lots and sidewalks.
 - c. Availability of at least two librarians and one support services staff member to staff the building.
 - d. Safe and reasonably comfortable environment for staff and public.
2. In the case of a tornado watch, the staff will inform the public of the situation, but library business will continue as usual with the staff monitoring the news for weather updates.
3. In the case of a tornado warning, the library will automatically close for business. Designated areas of the library's facility will remain open to serve as shelter only. Staff will notify the public, assist people in taking cover and then wait in the shelter area until the warning is cleared.
4. In all other cases, the decision to close the library will be made by the library director. If the director is unavailable the staff member in charge on duty will contact a member of the library board for permission to close.
5. Overdue fines will be waived automatically if the library is closed an entire day. If a building is closed for part of a day, fines will be waived upon request for that day.
6. Full-time and regular part-time employees will be paid for the portion of time they are scheduled to work if the library is closed due to weather conditions. Hourly employees will be paid for the hours they were scheduled to work if the library is closed after they have started their work shift. All employees will be compensated if they are required to work beyond normal library hours, e.g., to supervise a shelter area in case of a tornado.
7. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.