## **Holiday & Unscheduled Closings Policy**

## **Holidays**

The Library will close on the following holidays and special days:

GOOD FRIDAY Close at 12:00

EASTER Close

MEMORIAL DAY Always on Monday; Close on Sunday and Monday

JULY 4 If on Sunday, legal holiday is Monday

Close on Sunday and Monday If on Monday - Saturday, Close on July 4 Geneva: if on Friday, also close Saturday

LABOR DAY Always on Monday; Close on Sunday and Monday

CALLITHUMPIAN PARADE DAY

Close early at 5:00 p.m.

THANKSGIVING Close at 5:00 on Wednesday evening;

Close Thanksgiving

CHRISTMAS Close December 24 - 26

NEW YEAR'S DAY

Close at 5:00 New Year's Eve; Close on 1st

## **Unscheduled Closings**

Weather Related Closings:

The Library may close due to inclement weather at the discretion of the Library Director and Branch Manager. The Librarian will use the Sheriff's Department weather code as one factor in the decision to close. The Library will be closed during Code Red conditions and may be closed during Code Orange conditions or under Town-declared emergencies. Closings will be announced on WZBD and will be posted on the front door if possible.

## **Emergency Closings:**

The Library will close due to other emergency conditions such as loss of power [after one half hour without power], problems with heating and/or air-conditioning unit(s) [if temperatures reach 82 or drop below 60], bomb threat, loss of water, or catastrophic emergencies. In addition, if the safety of library patrons is jeopardized as a result of any situation heretofore unmentioned, the Library shall close. All emergency closings will be announced on WZBD and posted on the building's front door.

Approved by the Adams Public Library System Board of Trustees

May 28, 2008

Reviewed March 26, 2018