

Purpose:

In accordance with its commitment to public service, the Clinton Township Public Library maintains a regular schedule of hours open to the public and rarely closes for severe weather. Because the Library is an independent entity, it does not automatically close when other local institutions close. This policy will describe the conditions which may necessitate library closures and how such closures will be handled.

Priority:

The Library's first priority will always be the safety of its staff and patrons. The preservation of property will always be secondary to life safety issues.

Decision:

The decision to close, close early, or postpone the opening of the library due to severe weather will be made by the Library Director and will be based upon one or more of the following:

1. Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulations, extreme (subzero) temperatures, or blizzard conditions
2. Availability of sufficient staff to operate the library
3. Failure of vital building services, extended power failure, condition of the building or its equipment
4. General health/safety emergency in the community and/or area surrounding, or in the library

Notifications:

Emergency closings are announced to the public in as many ways as possible given the circumstances of the emergency. These will include the library website, social media outlets, and signs on doors.

In the event of a closing, the Library Director will contact the library board. Unless contacted, all employees should assume the library is open and will be expected to arrive on time for their regularly scheduled work period.

Staff Compensation:

If the library closes due to severe weather conditions or other emergency situations, all Library Assistants will be paid for the time they were scheduled to work. All other library workers may make up lost time within the same pay period.

Materials Due:

Items will not be due on days the library closes due to inclement weather.

Draft 1: February 8, 2024

Draft 2: February 20, 2024

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