



Policy 5.4 Unscheduled Library Closures

Adopted by Library Board of Trustees
2/28/2008; 3/27/14

In order to provide consistent public service, whenever reasonably possible, NOLS branches will remain open during adverse weather and related conditions. Adverse conditions which may make it advisable to close library buildings include: severe weather conditions, power failure, impassable roads, generally hazardous driving conditions, or inability to provide staffing due to any of the above. Adverse conditions will justify an unscheduled library closure if they create a situation of significantly diminished safety, security, or comfort for NOLS staff and/or patrons as a whole.

Decisions to suspend or maintain library service during periods of adverse conditions will be made by the Library Director on a branch by branch basis, based on the local conditions at each branch. If branch staff become aware of adverse conditions which may necessitate library closure, but are unable to contact the Library Director, the Library Manager (or designee) must use his/her best judgment about whether to close the library, and inform the Library Director or as soon as possible thereafter.

Employees who are unable to work their normally scheduled shift due to an unscheduled closure of a library building are expected to make up the missed shift(s) at a time and in a manner acceptable to the supervisor for that employee's branch/department. Alternatively, missed time may be made up by use of appropriate leave, or accrued flex time.

Employees who are unable to report to work for a scheduled shift, when the library remains open, must inform their supervisor as soon as possible, and subsequently make up the missed shift(s) at a time and in a manner acceptable to the supervisor for that employee's branch/department. Alternatively, missed time may be made up by use of appropriate leave, or accrued flex time.