



ALFRED BOX OF BOOKS

Library Closing Due to Inclement Weather or Emergencies

The Alfred Box of Books Library makes every effort to maintain its regular hours during inclement weather or emergency situations that may arise. However, in consideration of the safety of staff and patrons, the library may close when conditions deteriorate to the point where they are deemed to be unsafe.

The Library Director is responsible for determining the operational status of the library. If the Director is unavailable, the on-site employee in charge will make the determination after consulting with the President of the Board of Trustees.

Procedure:

- The Library Director will notify the Board President of the closure and contact any staff who might be affected. If the Director is unavailable, the on-site staff member will consult with the Board President and notify other staff who may be affected.
- A sign will be placed in the front window of the entrance to the library.
- Routine closing procedures will be followed prior to leaving the building if conditions warrant.

Reviewed and/or revised by the Board of Trustees: March 2, 2009.