



George H. & Ella M.

Rodgers Memorial Library

INSPIRING IDEAS

Policy Number: 2

Policy Subject: Unscheduled Library Closures

Adopted By: Library Board of Trustees	Revision Number 4
Approval Date: February 28, 2024	Revision Date: February 28, 2024

1. **Policy:**

On rare occasions, the George H. & Ella M. Rodgers Memorial Library, hereinafter RML, may have to close unexpectedly due to inclement weather or other unforeseen circumstances. The Library Director will make that decision and will notify the Library Board of Trustees Chair, in a timely manner of any decision that affects library services and/or hours. If a state of emergency is declared and the library will be closed for an extended period of time, the Library Board of Trustees, hereinafter BOT, will meet in special session to discuss how to proceed.

2. **Procedure:**

In the case of inclement weather or power outage, the Library Director may decide to delay opening or to close RML.

PATRONS: Patrons are encouraged to check the library website, call the library or check WMUR (Channel 9, Manchester) for information about closings and delays.

Decisions regarding cancellation of programs and events will be made on a case by case basis. All patrons who have registered for a program will be notified if a program is cancelled or rescheduled.

In the case of public health or other non-weather related emergencies, the Director may implement any or all of the following procedures:

- increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.)
- use of curbside services for all circulation transactions
- restricted access to areas in the library
- social distancing practices in public areas
- reduction of open hours

- cancellation of all programs, special events and meeting room reservations
- reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours
- closure of RML

Staff should also consult the RML Personnel Manual for further instructions.