

Basalt Regional Library District

Library Closing Policy

Board Policy

Basalt Regional Library District's Board of Trustees understands the importance of providing library services to the community as many days each year as possible, and the Library strives to provide access to information and resources no fewer than fifty-one (51) hours each week. The Board also recognizes some events may require the library to be closed during normal service hours for legally recognized holidays, weather-related events, or for building maintenance.

Administrative Policy

Holidays

Basalt Regional Library District will be closed the following 10 Holidays each year:

- New Year's Day
- President's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day

In the event a holiday falls on a Saturday, the holiday will be observed on both the Friday before and the Saturday. If a holiday falls on a Sunday, the holiday will be observed on both Sunday and Monday with the exception of Easter Sunday. The library may close Saturday, Sunday and Monday for some holidays.

Weather-related Closings - In an effort to protect our employees from dangerous weather conditions, Basalt Regional Library District will follow the weather-related closings of RE-1. Therefore in the event RE-1 closes the Basalt schools for a weather-related event, the Library also will be closed for the day.

Building Maintenance Closings - Routine building maintenance is required to prevent long-term building issues. The Executive Director is responsible for the maintenance and operation of the physical plant and therefore, has the authority to close the library for routine and preventive maintenance as necessary given adequate notice, preferably one month, is provided to the library board and patrons.

Procedures

Holidays - A listing of Library Holidays will be posted on the Library's website and front of the building to alert patrons to upcoming closings.

Weather-related Closings - In the event of a weather-related closing, library staff will alert local radio stations and a message will be listed on the library's automated phone attendant. A notice outlining the weather-related closing procedures will be posted on the front of the building during the winter months.

Building Maintenance – Notice will be posted as soon as possible on the Library's website and on the front of the building. Notification also will be sent out in the email newsletter and listed on the library's automated phone attendant.

Approved this 14th day of November, 2011 by:

Board President, Judy Royer

Witnessed by: Board Secretary, Karen Hillebrand