



Durham Public Library

Library Closing Policy

During inclement weather, or emergencies, at the discretion of the Director, the library may delay opening, close early, or not open at all. Planned closings will be at the discretion of the Board of Trustees.

In the event of a weather emergency or other unforeseen circumstance, it may be necessary to close the Library for the safety of patrons and staff. If such an event occurs, the Library Director, Assistant Director, or in certain circumstances the senior staff person on duty will make the decision to close. The Board of Trustees will be informed and a message sent to the library's email list and posted on the library website notifying the community. The Director or Assistant Director will contact any staff members scheduled to work. If the Library closes, those people scheduled to work will be paid. If the Library opens, but a person who is scheduled to work cannot make it in due to the weather, they can use personal or vacation time, or make up the hours on another day.

Approved by the Durham Public Library Board of Trustees

Date: May 19, 2011