

## SINCLAIRVILLE FREE LIBRARY

### CLOSING POLICY

In order to fulfill its mission of public service, the Sinclairville Free Library (The Library) will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff.

Inclement weather can cause transportation problems and locally hazardous conditions with possible power outages. The Library will close, delay opening or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff. Accordingly, the Library will follow the lead of the Cassadaga Valley Central School district in closing due to inclement weather.

Circumstances may dictate closings apart from the school system's actions in which case decisions by the President of the Library Board will still be required.

The Library's weather closing policy will be posted on our website. The public will also be notified of closing or changes in hours of operation through TV stations WIVB and WGRZ and via the Library's Facebook page.

In the event of illness or other pertinent issues when no employees are available to open The Library, the Library Manager will notify the President of the Board of Trustees no later than one hour prior to the library's opening. It will be the Board President's decision whether to close The Library or open using alternative staffing. If the President is not reachable, the Library Manager will contact the Vice President of the Board.

Observed U.S. national holiday closings will follow the Cassadaga Valley Central School district's closing calendar on days in which they fall on The Library's scheduled days of business.

When The Library is closed, patrons can manage their accounts online, access library databases, and use the Libby mobile app to check out e-materials.

Approved March 30, 2022