

Library Hours/Closures/Significant Events Policy

LIBRARY HOURS

Scheduled open hours and days of the week:

Monday:	4 - 8 p.m.
Tuesday:	9 a.m. - 5 p.m.
Wednesday:	4 - 8 p.m.
Thursday:	9 a.m. - 12 p.m.
Friday:	9 a.m. - 5 p.m.
Saturday:	9 a.m. - 12 p.m.
Sunday:	Closed

CLOSURES

Purpose

The purpose is to set guidelines for closing the library to observe holidays on days it is scheduled to be open.

Holiday Closings:

- Christmas
- New Years Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving

SIGNIFICANT EVENTS

Purpose

The purpose is to set guidelines for procedures to be followed in the event of a disaster at the library.

Winter Storms

The Library may close (or postpone opening) when weather conditions exist making it highly improbable for travel. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operating hours.

The Director of the Library may close the library during inclement weather and will notify the following:

WSAW-TV 7: 715-848-2147
WDLB-Radio Station: 715-384-2191

Fire

At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. The Fire Department must be notified even if the fire has been extinguished. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building of all staff and patrons.

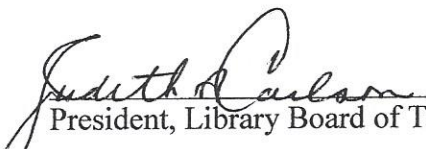
All staff will be familiar with the type, location, and application of the fire extinguisher(s) in the building. The fire extinguisher is located at the front desk next to the main entrance. The second fire extinguisher is located on the wall next to the back door. All staff and volunteers will be trained about this information during orientation and reviewed annually.

Inclement Weather

In case of inclement weather, such as tornadoes, staff will alert patrons and direct them to the supply room. A person who wishes to stay in the main library cannot be forced to take shelter elsewhere.

Reporting of Injuries

All employees will be held accountable for filling out an "Incident Report Form" within 24 hours after an injury occurs, even if medical treatment is not required. Employees must report the injury to the Director. The Director will then give a copy of the form to the Town of Arpin Board and to the Library Board President. See attached "Incident Report Form."



President, Library Board of Trustees



Library Director

Adopted _____

Approved _____

Updated January 2015