

Emery County Library System
TEMPORARY LIBRARY CLOSURE POLICY

1. GENERAL POLICY

In order to fulfill our mission of public service, the libraries of Emery County will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and library staff.

a. INCLEMENT WEATHER

Inclement weather can cause transportation problems and locally hazardous conditions. 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. National and local weather service advisories concerning travel during storm conditions will be followed. If the supervising staff member determines inclement weather has created unsafe conditions, the supervising staff member shall contact the Emery County Library Director regarding the need to delay opening a library and/or close a library.

b. POWER OUTAGE

Power outages can create unsafe conditions within a library. In the event of a power outage, the librarian and/or assistant librarian shall evaluate the situation and determine if the public is able to continue accessing the library without posing a substantial risk of injury. If the supervising staff member determines the public may not continue to access the library without substantial risk of injury, the supervising staff member shall close the library immediately and contact the Emery County Library Director regarding the library closure. If the supervising staff member determines the public may continue to access the library without substantial risk of injury, the supervising staff member shall maintain the posted hours for the library.

c. SYSTEM FAILURE

System failures (i.e., furnace, air conditioner, blower, sewer, etc.) can create unsafe conditions within a library. In the event of a system failure, the supervising staff member shall contact the Emery County Library Director and provide information regarding the system failure. If the supervising staff member determines that the system failure has created an unsafe environment that poses an immediate danger to the public and/or staff, the supervising staff member shall close the library immediately. If the supervising staff member determines that the system failure has not created an unsafe environment that poses an immediate danger to the public and/or staff, the librarian and/or assistant librarian shall maintain the posted hours for the library.

d. SCHOOL CLASS VISITS

Children visiting a library with their school class should may require additional assistance from library staff and members of the public may pose a safety risk to these children. In order to provide a safe, attentive environment for children visiting the library with their school class, the supervising staff member may elect to close the library to the public during a class' visit. The supervising staff member shall send an email to the Emery County Library Director regarding the library closure for a school class visit prior to closing the library.

e. IMMEDIATELY UNSAFE ENVIRONMENT

If any situation arises that causes a library to be an immediately unsafe environment for the public and/or staff, the supervising staff member shall immediately evacuate all patrons and staff from the library and close the library. If emergency assistance is needed, the supervising staff member shall contact appropriate authorities for emergency assistance. If emergency assistance is not needed, the supervising staff member shall contact the Emery County Library Director and provide information regarding the circumstances that created the immediately unsafe environment.

f. PERSONAL EMERGENCY

In the event that a staff member encounters a personal emergency while on duty at a library, the staff member shall contact the Emery County Library Director immediately regarding the situation.

g. STAFF TRAININGS/MEETINGS

In order to maintain a knowledgeable, efficient workforce, library staff are offered training opportunities and required to attend meetings. When trainings and/or meetings require all staff members to attend, the libraries may temporarily closure. Temporary closures for training and/or meetings shall be approved by the Emery County Library Director at least seven days in advance of the scheduled closure.

2. TEMPORARY LIBRARY CLOSURE PROCEDURE

If a library is going to close temporarily, library patrons already in the building will be notified immediately of the closure and asked to vacate the library. If conditions allow, the public will be notified of library closing and/or changes in hours of operation through a variety of means including, but not limited to, a sign with information about the closure posted on the door of the library. When possible, library staff shall post notices regarding anticipated temporary closures at least one calendar week prior to the closure. Following an unanticipated temporary closure, the supervising staff member shall send an email to the Emery County Library Director regarding the library closure prior to signing out of work for the day.

3. CONTACT THE EMERY COUNTY LIBRARY DIRECTOR

In the event that the Emery County Library Director is unavailable when a situation that could cause a temporary library closure arises, the supervising staff member is to utilize his/her best judgment to determine what a reasonable person would do in this situation. If further direction and/or assistance is needed and the Emery County Library Director is unavailable, the supervising staff member shall contact the Emery County Commission Office and ask for assistance in resolving the situation. Once a resolution has been reached, the supervising staff member shall send an email to the Emery County Library Director stating the situation that arose, any persons/agencies contacted regarding the situation, and the resolution to the situation.

This Temporary Library Closure Policy is hereby adopted by the Emery County Library Board on the

14th day of January, 2020.


Emery County Library Director

01/14/2020
Date


Library Board Chair

1/14/2020
Date

This Temporary Library Closure Policy is hereby approved by the Emery County Commission on the

04 day of ~~January~~ ^{February}, 2020.


Emery County Commissioner

February 04, 2020
Date