



Policy Name: Unscheduled Closures/Cancellations

Approved by Library Board: May 16, 2023

Purpose: To address the need to alter operational hours, and/or cancel scheduled programming or room reservations to preserve the safety and well-being of Library patrons and staff.

1. Circumstances may arise that require: the cancellation of regular operational hours of the library and/or the reduction of regular hours of operation such as opening late or closing early, and/ or the cancellation of meeting room reservations, and/or completely closing the library facility.

2. These circumstances may include, but not limited to:

- Severe weather conditions or natural disasters or any other conditions that make travel exceptionally hazardous, result in an insufficient number of available staff, prevent safe maintenance of Library walkways and parking lots, or that otherwise similarly impair safe and responsible operations
- Building safety issues such as prolonged power outages, failure of a building heating or cooling system, gas leaks, water problems or other conditions at the library location that impairs safe use and operation of the facility.
- Request for closure by local, county, or state law enforcement agencies
- Other seriously unsafe or unhealthy conditions that impair the safe and responsible use and operation of a library facility.
- Lack of appropriate number of Library personnel to perform the duties of the library safely and responsibly.

3. The Board of Directors of the Salem Free Public Library delegates the decision to cancel programming and/or close the library for any of the above reasons to the Library Director or their designee.

4. The Library Director, or designee in the event of the Director's unavailability, will make such a decision at his/or her discretion. The Library Director or designee will then proceed with a decision and notify the Salem Free Public Library Board of Directors as soon as reasonably possible.

This policy is intended to be construed consistent with Town Charter, Town Ordinances and state and federal law. Town Charter, Ordinances and state and federal law shall govern to the extent conflict exists.