

Emergency Closing Policy

The Itasca Community Library (ICL) maintains a regular schedule of hours open to the public. In special situations, when conditions pose a safety hazard to the public and staff, or basic library functions are unable to be performed it may be necessary to close the library, shorten hours, or delay opening. The decision to close the library or cancel scheduled programs is based upon one or more of the following:

Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulations, extreme temperatures, or blizzard conditions.

Availability of sufficient staff to operate the library. Minimal staffing is defined as one Department Head or Person in Charge and one additional staff member.

Condition of the library's parking lot and walkways.

Failure of vital building services, extended power failure, condition of the building or its equipment.

General health, safety, and emergency in the community or area surrounding the library.

The decision to close the library, delay opening, or shorten hours will be made by the Director. In the absence of the Director, the librarian-in-charge will make the decision. The Board President will then be notified. Staff will be informed as per the procedures outlined in the Response Manual.

Emergency closings are announced to the public in as many ways as possible given the circumstances of the emergency and may include the library website, library answering machine, signs on the doors, and announcement on social media.

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