

PARCHMENT COMMUNITY LIBRARY

Library Closing Policy

1. The Parchment Community Library shall be closed on all Sundays, and shall follow this schedule for closing on these holidays * :

When an official holiday falls on a Sunday, the library will be closed on the following Monday.

MEMORIAL DAY : Closed the Monday which is the official day of observance and closed the preceding Saturday.

INDEPENDENCE DAY : Closed on the official day of observance. When that day is a Friday or Monday, the library will be closed on Saturday also.

LABOR DAY : Closed the Monday which is the official day of observance and closed the preceding Saturday.

THANKSGIVING : Closed at 5 p.m. the day before, closed the Thursday which is the official observance, and closed the following Friday.

CHRISTMAS : If the holiday is on...

SUNDAY, the library will be closed	December 24, 25, & 26
MONDAY, the library will be closed	December 23, 25, & 26
TUESDAY, the library will be closed	December 24, 25, & 26
WEDNESDAY, the library will be closed	December 24, 25, & 26
THURSDAY, the library will be closed	December 24, 25, & 26
FRIDAY, the library will be closed	December 24, 25, & 26
SATURDAY, the library will be closed	December 24, 25, & 26

NEW YEAR'S DAY : Closed at 2 p.m. the day before and closed all day New Year's Day

*Depending on the current official holidays, the Board of Trustees may refine these dates not less than 3 weeks in advance of the holiday.

2. In the case of inclement weather, the Director is authorized to close the library when conditions are such that travel is hazardous for patrons and/or staff. The Director is authorized to close the library early when hazardous conditions develop during business hours. The Director is authorized to delay the morning opening time until hazardous conditions have abated. A notice will be posted on the front door if the library is forced to close early. The Director will make an attempt to publicize the library closing on local radio and television stations, as well as on the library website.

Approved April 10, 1984
Amended November 11, 1986
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