

UNPLANNED LIBRARY CLOSINGS

Occasionally the Library will have to be closed during regularly scheduled hours. When this happens, every effort will be made to notify staff and patrons of the situation, the expected duration, and the approximate time of reopening.

Reasons for closing may include:

- Weather emergencies (snow, ice, etc.):
- Building emergencies (loss of power or water, etc.)
- Outside factors (municipal repairs, public safety, etc.)

In the event of an epidemic, pandemic or health emergency arising out of an infectious disease outbreak, the Epidemic/Pandemic and Health Emergency Policy shall supersede any other policies regarding library closures.

In the event of Library closures and cancellation of services, programs, or community room usage, administration staff or designees will:

- Notify staff, Trustees, Foundation and Friends board members, custodial staff, and public via email, social media, and the website
- Call or email scheduled program presenters, community room reservations, volunteers, interns, outreach sites, program attendees (if we have contact information) and others
- Provide information regarding the closure on the Library's website's homepage and social media platforms
- Notify local media as deemed necessary

Refunds for fees for events or programs are the responsibility of the organization holding the event or program. Fees charged by the library for supplies, room rentals, and programs will be refunded by the library.

Approved and adopted by the Hussey-Mayfield Memorial Public Library Board on September 15, 2022; revised 11/17/22; 11/21/24.