

INCLEMENT WEATHER AND CLOSING

POLICY QUESTIONS TO ADDRESS

1. What is the purpose of having a policy related to inclement weather?
2. How does the existence of a policy related to inclement weather support the library's goals and objectives?

DEFINITION

1. What does the library mean by the phrase inclement weather?

REGULATIONS QUESTIONS TO ADDRESS

1. Who is responsible for determining that weather conditions warrant closing the library when it is open for service? If this person is not available, who is responsible for making the decision?
2. What criteria will be considered to determine whether weather conditions warrant closing the library?
3. Is there a minimum amount of notice that the library will give prior to closing? If so, how long?
4. How will customers who are currently in the library be informed that the library will be closing?
5. How will staff be informed that the library will be closing?
6. Will staff be paid for the hours they were scheduled to work or only the hours they actually worked? Are full time staffs and part time staff treated the same? Are exempt and non-exempt staff treated the same?
7. How should library staff respond to children or adults who do not have transportation currently available at the library?
8. Should the City or County government be informed that the library is closing due to inclement weather? If so, who is responsible for notifying them?
9. Should the local radio or television stations be informed that the library is closing due to inclement weather? If so, who is responsible for notifying them?
10. Under what weather related circumstances, if any, will the library remain open longer than its regularly scheduled hours? If this occurs, will staff be paid over time or compensated for the additional hours they remained at the library?
11. Who is responsible for determining that weather conditions warrant not opening the library at its regularly scheduled time? If this person is not available, who is responsible for making the decision?
12. What criteria will be considered to determine that weather conditions warrant not opening the library at its regularly scheduled time?
13. How will staff be informed that the library will not open at its regularly scheduled time due to weather conditions?

14. Will staff be paid for the hours they were scheduled to work? If not, may they use vacation or some other form of paid leave to avoid receiving a smaller pay check?
15. Should the City or County government be informed that the library will not be opening at its regularly scheduled time due to weather conditions?
16. Should the local radio or television stations be informed that the library will not be opening at its regularly scheduled time due to weather conditions?
17. Will library borrowers be charged overdue fines for the period of time that the library was closed due to inclement weather?
18. If customers claim they could not get to the library because of inclement weather, will the library waive or reduce fines?
19. If the library serves a large geographic area and it is possible for inclement weather to be present in a portion of the library service area but not the entire service, do different regulations apply? If so, what regulations should staff observe?

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