

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-12**

**SECTION: General Patron Services**

**SUBJECT: FACILITY CLOSINGS FOR INCLEMENT WEATHER**

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**SUMMARY**

This regulation describes the Library Board's policy regarding closing library facilities during regularly scheduled public service hours.

**Effective Date:**

October 4, 2017

**POLICY**

a. Johnson County Library facilities do not close due to severe weather, unless the County Librarian or his or her designee determines when a condition exists which does, or may, warrant the closure or evacuation of library facilities and offices, giving foremost consideration to the safety of employees and patrons and to preservation of library property.

b. The County Librarian may postpone opening libraries until weather conditions abate or until travel conditions are improved, or may close facilities early when personal safety of employees and patrons appears endangered. Such determination will be based on public weather officials' warnings and visible condition of traffic routes and library parking lots. Individual facilities may be opened or kept open with limited staff. The determination of late openings, early closings, or complete closings will be on a situation-by-situation basis for each facility.

c. Scheduled employees who are not able to work due to partial or complete closings will follow



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payroll procedures issued by Library administrative staff.

October 4, 2017

**ARM 20-10-12 End**