

PARCHMENT COMMUNITY LIBRARY

CLOSING POLICY

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

MEMORIAL DAY: Closed on the last Monday of May, the official day of observance, and closed on the preceding Saturday.

INDEPENDENCE DAY: Closed on July 4, the official day of observance. If Independence Day falls on a Saturday, the library will be closed the previous Friday. If the holiday falls on a Sunday, the library will be closed on the following Monday.

STAFF IN-SERVICE DAY: The Library will close one day per year for Staff training. This date will be announced at least 30 days prior to the event.

LABOR DAY: Closed on the first Monday of September, the official day of observance, and closed the preceding Saturday.

THANKSGIVING: Closed on the fourth Thursday of November, the official day of observance, closed at 5 p.m. on the Wednesday before, and closed on the following Friday.

CHRISTMAS: Closed on December 24, 25 (the official day of observance), and 26.

NEW YEAR'S DAY: Closed at 2 p.m. on December 31 (New Year's Eve) and closed all day on January 1, the official day of observance. If the New Year's Day falls on a Saturday, the library will be closed the previous Friday. If New Year's Day falls on a Sunday, the library will be closed the following Monday.

2. The Board of Trustees may refine these dates not less than 3 weeks in advance of the holiday.
3. In the case of inclement weather, power outage, or other emergency, the Director is authorized to close the library when conditions are hazardous for patrons and/or staff or prevent the use of the facility. The Director is authorized to close the library early when such conditions develop during business hours. The Director is authorized to delay the morning opening time until such conditions have abated. A notice will be posted on the front door if the library is forced to close early or open late. The Director will publicize the library closing on local radio and television stations, as well as on the library telephone system and website, as conditions allow.

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Approved April 10, 1984
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