

Richland Community Library
INCLEMENT WEATHER CLOSURE POLICY

- I Closing of Library Building
- II Cancellation of Library Programs & Reservations
- III Staffing Expectations
- IV Library Reopening

In the event of an unexpected closing the following steps are to be taken.

I Closing of Library Building

The Library is a public service institution, and every effort is made to maintain regular hours for the public and staff, safety permitting. The Library will be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.), or if otherwise deemed necessary to ensure the safety of library staff and the public. In the instance of adverse weather, the decision to close the Library will be based upon:

- General conditions of roads in the local area.
- Condition of the Library's parking lot, walkways, and emergency exits.
- Availability of sufficient staff to open and operate the Library.
- Requests for closure by local, county, or state law enforcement or public health agencies.

The Library Director or their designee will decide to close in consultation with the Library Board.

II Cancellation of Library Programs & Reservations

- All scheduled library programs will be canceled in the event of a library building closure.
- All meeting room and study room reservations will be canceled in the event of a library building closure.

III Staffing Expectations

In the event the library is closed early due to a Tornado Warning/Severe Thunderstorm:

- Follow weather alerts and guidance from local authorities.
- Move patrons to designated safe areas - interior rooms on lower floors without windows (Children's Playroom, Children's/Teen Staff Offices).
- Ensure all patrons are accounted for and accompanied to safety.
- Keep staff informed about weather conditions.
- Unattended minors will be expected to remain in the Library with staff until a parent or guardian picks them up or until the all-clear is issued. Library staff will attempt to contact the parents or guardians of the minors, if able.
- Patrons must follow staff directives to shelter in place, or depart the library premises.
- If available, publicize on the library website and social media accounts that the library is closed early due to inclement weather.

IV Library Reopening

In the event of such an emergency library operations may be impacted with respect to hours of operation, availability of equipment, limited computer or room usage, extended loan periods, restricted areas or services to preserve the safety of staff and patrons.