

DOOR COUNTY LIBRARY

Policies & Procedures

Subject : CLOSURE POLICY

Effective Date : February 26, 2018/Revised 8-3-2020

Source/Date : LIBRARY BOARD / 8-3-2020

Purpose

This policy provides guidance when conditions warrant a decision to alter hours of operation, resulting in closure.

Authority

The Door County Library Board gives the Library Director, or staff designated by the Library Director, the authority to close the library early, delay opening, or remain closed all day due to inclement weather or other emergency.

Branch closure, apart from the Sturgeon Bay Branch, is determined after consultation between the Branch Manager and the Library Director.

Criteria

Closure is decided on a case-by-case basis. The safety of staff and patrons is the main reason for closure. Factors that contribute to the decision to close include:

- Weather alerts and road conditions
- Area school closings
- Local, county, and state government emergency management announcements

Official Notification

Notice of closure is provided to the County of Door, the City of Sturgeon Bay, Miller Art Museum, library branch municipal offices, Library website, social media, and local media. Every effort is made to post signs on the library doors and update telephone messages. The Library Director, or designated staff, will notify the Nicolet Federated Library System and Outagamie Waupaca Library System of the closure.

Staff Notification

Working staff is notified of the closure, and staff scheduled to work later in the day will be called about shift cancellation. The County of Door Employee Handbook emergency closure procedures outlines compensation.

Fine Accrual

Patrons will not accrue fines for items that are due during the closure period. Check-in will be backdated and/or fines waived.

Extended Closure

An extended closure of more than 48 hours will be handled at the discretion of the Library Director in consultation with the Library Board President.