

LOUTIT DISTRICT LIBRARY UNSCHEDULED CLOSURE POLICY

In order to protect the safety of the staff and public, the library may periodically close due to winter storms, tornado warnings, building problems, or other reasons.

Decisions to close the library will be based on the following conditions:

A. Winter Storm Warnings

1. Requests from local, county, state, or federal law enforcement agencies to restrict travel, including Winter Storm Warnings issued from the National Weather Service.
2. General road conditions in northwest Ottawa County as well as the conditions of the library's parking facilities and sidewalks.
3. Availability of at least two staff members for the Adult Information Desk, two staff members for the Youth Information Desk, two staff members for the Check-Out Desk, and two staff for the Public Computing center. The Local History and Genealogy Room may be closed if not enough staff can report. This scenario assumes full-day operation. If the library is to be open for a half-day or less, only one staff member is required for each service area, including the person-in-charge.
4. Safe and reasonably comfortable environment for staff and public.

B. Tornadoes

1. In the case of a tornado watch, the staff will inform the public via the PA system of the situation, but library business will continue as usual with the staff monitoring the weather and news media for weather updates.
2. In the case of a tornado warning, the library will close for business. Staff will notify the public, assist people in taking cover, and then wait in the shelter areas until the warning is cleared.

C. Building Problems

1. Any situation that compromises the safety and reasonable comfort of staff and public. This may include but is not limited to lack of water, electricity or plumbing, or damage to the building.

D. Other

1. Requests from a public safety agency.

E. Authority for Unscheduled Closure

The decision to close the library will be made by the Library Director or the person-in-charge.

Adopted: November 1, 2011

Revised: December 4, 2018