

# **CARTER LAKE PUBLIC LIBRARY**

## **WEATHER & EMERGENCY CLOSING POLICY**

### **Purpose:**

The Carter Lake Public Library is a public service institution and makes every effort to maintain regular hours for the public. The Library is, however, concerned about the safety of its employees and patrons. Emergencies or catastrophes, including, but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, explosion, or terrorism may require closing the Library.

### **Library Hours of Operation:**

Monday – Friday: All Year: 10:00 a.m. – 6:00 p.m.  
Saturday: May-August: 10:00 a.m. – 2:00 p.m.  
September- April: 10:00 a.m. - 4:00 p.m.  
Sunday: Closed

Closed Holidays (New Year’s Day, President’s Day, Saturday after Good Friday, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Friday after Thanksgiving and Christmas)

The Library will close when weather conditions deteriorate to the point where traveling is hazardous, when vital equipment in the building fails, or when there is a general emergency in the City of Carter Lake. The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The decision to close the library rests with the Library Director.

The decision to close the Library will be based upon:

- 1. General conditions of roads in Carter Lake.
- 2. Condition of the Library’s parking lots and walkways.
- 3. Condition of the building’s equipment.
- 4. Requests for closure by local or state agencies.
- 5. Availability of staff to open and operate the Library.

### **Compensation:**

If the Library is closed due to unforeseen circumstances, including inclement weather, library staff may be allowed to work from home at the discretion of the Library Director.