

20. Closing the Library

The Library makes every effort to maintain its hours of accessibility to the public, but there are occasions when circumstances dictate closing.

Weather

The Library Director will make the decision to close the Library in event of severe weather after consulting with the staff of City of Blue Island and transit authorities to determine the severity of travel conditions.

Power Outage

Daytime: the Library will stay open, although manual procedures will go into effect at Circulation. Departments and public areas which are too dark to function will be closed. If power is out for more than a few hours, the Library Director may decide to close the Library.

Evening: Staff will try to find out the length of the outage. If it appears that the failure will last longer than an hour and it is past 5:30 p.m., the Library Director will be contacted to make the decision to close the Library.

In any event, if the Library Director cannot be reached, the senior staff person will make the decision in consultation with the Board President.

Approved 9/05