**SEYMOUR COMMUNITY LIBRARY**

**SUBJECT: Library Closings (Weather/Unusual Circumstance) SECTION: Library Administration**

**BOARD APPROVED: 12/2021**

**POLICY**

Occasionally, Seymour Community Library may need to be closed because of severe weather conditions, unusual circumstances, or an emergency. Such circumstances may include, but are not limited to, problems which threaten the health or lives of staff and patrons; i.e., serious gas leaks, extended power outages, severe weather and disasters.

The Director, and/or designated library staff in the absence of the Director, will determine whether conditions indicate a need to close a building or suspend other library services. These decisions will be made in consultation with the appropriate administrative staff.

In the event of a public emergency such as a serious infectious disease outbreak, natural disaster or other catastrophic situation involving personal and public risk, Seymour Community Library follows formal established guidelines for service and business continuity. Sey-CL may temporarily suspend all library services to comply with a recommendation or mandate for closure issued by public health or government officials at the local, county, state, or federal level. Sey-CL will consult relevant guidelines and follow instructions from federal, state and local government authorities and agencies before implementing the policy.

Measures taken to serve the needs of the community in crisis and to slow the spread of illness may include closing physical facilities, limiting or canceling meetings and public gatherings, requiring quarantines, and/or implementing other social distancing measures. Sey-CL will strive to ensure that the essential business activities of the library can be maintained for an extended period with limited staff and reduced hours, if needed. At the discretion of the Director in consultation with the Board of Trustees, Sey-CL may close, reduce operating hours, or temporarily limit services in the event that the number of available and unaffected staff is insufficient to maintain basic library services. The Director in consultation with the Board of Trustees will determine when to resume normal service levels.