



## **Emergency Closing Policy**

The Library is a public service institution, and every effort is made to maintain regular hours for the public. In the event that conditions threaten the safety of the patrons, staff and volunteers; and/or prevent the usual operation of the Library the decision to temporarily close, delay opening, or close early the Kennebunk Free Library shall be made by the Director or the supervising Librarian in charge.

In the case of a temporary closing:

- Library patrons already in the facility will be notified immediately when schedule changes are decided.
- Library staff will make every reasonable effort to notify the general public when the Library schedule is changed due to inclement weather conditions/emergencies.
- The Library Director will notify:
  - Local radio stations
  - Television stations
- Library staff will update the phone machine messages to announce temporary schedule changes. If possible a message will be added to the Library's website.

*Approved by the Board of Trustees 09-30-08*