

Operating Schedule Policy

Application

Members of the general public and library personnel make use of the library's regular schedule, which reflects times the library and its services are available including scheduled holiday observances. These parties also need to know how disruptions to that schedule are dealt with.

Statement of Purpose

A good library is accessible to the community; having the library open at varied times throughout the week enables access to a greater range of services by the public. The library's services include many unique offerings that are best enjoyed in person or with other people. The hours when the library is open to the public create an opportunity to access information and technology, to enjoy valuable experiences, and to participate in the community. Holiday hours and closures reflect the values of the library both in observing important cultural and civic events as well as providing more opportunities for patrons to enjoy the library. Disruptions to regular service need to be managed in a consistent and transparent manner that allows both rapid and accessible communication and understanding of the decision-making process.

Policy

The regular schedule of operations for the library are as follows:

	Sunday: Closed		
	Monday: Closed		
Tuesday:	10:00 AM – 8 PM	Wednesday:	10:00 AM – 8 PM
Thursday:	10:00 AM – 8 PM	Friday:	10:00 AM – 2 PM
	Saturday: 10 AM – 2 PM		

The library observes the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Eve
Independence Day	Christmas Day

For all holidays, the library observes the holiday on the prior Saturday when the date falls on a Monday or Sunday. The Library will close at 1pm on Thanksgiving Eve. Where New Year's Eve falls on a weekday, the library will close at 4pm.

Unexpected closures of the library:

In emergency situations including inclement weather or other natural events, building equipment issues, fire events or a person's actions that present an imminent danger which threaten a disruption of safe library service, the library may close. For closures at times where the library is already open, library staff will instruct patrons on how to remain safe in either exiting the building or remaining in the library. Notice of library closure will be made available to the public using the most readily accessible means including listings in broadcast media, via the Internet, recorded telephone greeting, and physical signage. The decision regarding closure may be made by the Director based on weather reporting or in consultation with local safety authorities, maintenance personnel, library personnel including staff and the President of the Board of Trustees. As a matter of convenience and simplicity, the library will open two hours late for public service when the Cobleskill-Richmondville School District is closed or running late due to weather related emergencies. If during the delay the Library Director determines it is unsafe for staff to travel the Library will be closed for the day and notices will be updated to the public.

Responsibility

The Library Director determines the regular schedule through community assessment and in consultation with the Board of Trustees. The Director and Board may review implications of scheduled holidays in advance, making changes as warranted. The Library Director is responsible for making decisions regarding unexpected closure. If the Director is unavailable, if Library Staff feel that the library should close in the interest of public safety, a call will be made to inform the President of the Board of Trustees of their decision. The Library Director or a designee holds responsibility for providing documents related to the policy to the concerned parties. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date: 12/14/2017

Revised: 5/13/2021, 12/8/2022, 12/14/2023 updated hours for next year.

Reviewed by / on: