

STPL Policy

Title	Emergency Closing of the Library
Prepared by	Policy Committee, Oct. 2008
Date Approved	December 14, 2009
Amendment Date Approved	2-24-11; 3/10/14; 2/8/16; 2/14/2022
Amendment Prepared by:	2/24/14 Policy Committee 1/26/16 Policy Committee 04/2021 Policy Committee
Review Notes	

PURPOSE: Scott Township Public Library acknowledges that occasionally, inclement weather or other conditions may prevent the library from opening or may necessitate an early closure.

STATEMENT OF POLICY:

If, in the opinion of the Director or Library Staff, weather conditions, facility issues, or other unpredicted dilemmas warrant closing the library, the Director or Library Staff will announce the closing and/or delay. The safety of our patrons and staff is a priority.

Circumstances which could precipitate closure include failure of heating/cooling equipment during periods of extreme weather, heavy snowfall, unsafe road conditions, fire, lack of electrical power, loss of or contaminated water service, gas leak, lack of computers available at the circulation desk for an extended period of time, or any situation creating an unsafe environment for library patrons and/or staff. In the event of an emergency which poses a safety concern, Library Staff will call 911 and/or request that all patrons and volunteers exit the Library.

After the decision is made, the Director or Library staff will:

1. Notify the Board of Directors of any unscheduled closings, delays or cancellations.
2. Notify all Library Staff and email einlibs of any unscheduled closing or delays.
3. Notify volunteers and/or program attendees of any unscheduled closings, delays or cancellations.

When possible, closings, delays, and cancellations will be posted at Library entrance doors and announced via the Scott Township Public Library website (www.scottlibrary.org), Scott Township Public Library's Facebook page (or current social networking method), and through local media outlets (WPXI and KDKA).