



## **5.12 LIBRARY HOURS**

The Board of Trustees, in consultation with the Library Director, will make every attempt to provide library service during the hours which best meet the needs of the communities and within the restraints of the budget. Library hours are posted at each branch. Library hours may be reevaluated if it is shown that there is a need for fewer or additional hours.

Branches are open at their advertised hours, except in emergency situations such as bad weather or mechanical difficulties. When a branch must close, signs will be posted on the door(s) and the local news media notified.

Branches may close temporarily in situations where only one staff member is on duty. Such closing may include but are not limited to: lunch periods or a trip to the post office. Staff will post a sign indicating why they are gone and when they will return.

See  
5.12A Branch List

### **5.121 Holidays**

The Library District shall be CLOSED on the following holidays:

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

With approval of the Board of Trustees, the Library District's observance of some holidays will vary according to the day of the week on which they fall. These variations will be posted on the library's webpage.

Additionally, the Library District shall close on Columbus Day for staff training.