

# Vose Library Closure Policy

## Holidays

Vose Library will be closed on the following holidays:

- Memorial Day .....Saturday through Memorial Day
- Independence Day.....July 4
- Labor Day .....Saturday through Labor Day
- Indigenous Peoples' Day ....Saturday through Indigenous Peoples' Day
- Thanksgiving.....Noon on Wednesday through Saturday
- Christmas .....December 24 and 25
- New Year's .....Noon on December 31 through January 1

## Weather Emergency

Vose Library is a community institution, and every effort is made to maintain regular library operating hours. Severe weather conditions may require Vose Library to open late, close early, or close for the entire day or extended days. The decision to close or adjust the opening or closing times of Vose Library will be made by the Library Director. If the Library Director is unavailable or can't be reached, the decision will be made by the President of the Library Board of Trustees. The decision to close entirely, open late, or close early will take the following factors into consideration:

1. RSU#40 (aka MSAD#40) school district closure status.
2. General conditions of the roads in the area, as well as the library driveway, lot, and walkways.
3. The weather forecast indicates continued deterioration of conditions vs. improved conditions over the duration of business hours.
4. Utility outages and projected recovery periods.
5. Availability of volunteers and paid staff.

Full or partial closure shall be publicized in the following way:

- Inform President of the Board of Library Trustees
- Inform paid staff and scheduled volunteers
- Banner notification of full closure or adjusted hours placed on library website
- Closure/adjusted hours announced on Facebook and Instagram
- When feasible, a sign posted on the front door of the library; not only of the closure/adjusted hours but also when the library will reopen

## Staff Availability

For safety and security reasons, if the library is unable to meet the minimum staffing level of two (2) persons at all times the library is scheduled to be open, Vose Library will be closed.