



Tully Free Library Inclement Weather Guideline

The decision to close the library due to inclement weather will be made by the Library Director (*or designee*) based upon the following guidelines. In making determinations if the library is to remain open on a “weather-permitting” basis, the Director will use reasonable efforts to take into account the safety of library patrons and staff as well as the library mission to provide essential community services.

When the library facility is closed, patrons should be encouraged to access the library website and download e-books, audio books and other media for use on their computers, or put them on portable devices.

In the event of inclement weather, the Library Director (or designee) will consult weather and road crew reports and first-hand accounts of local traveling conditions in deciding whether to close and consider:

1. Travel bans by local/state agencies (e.g. declared state of emergency)
2. Requests for “no unnecessary travel” by local/state agencies
3. Actual road conditions as reported by patrons and/or staff
4. Requests by local/state authorities or weather advisories to “shelter in place”
5. Access to and condition of the Library facilities and surroundings
6. Staff who are available to open and operate the library
7. Area school closures

Library closures during normal hours should be announced with as much lead time as possible. The Director will record an informational notice about operating times during inclement weather. Closure notices should be posted on the library doors, if possible, and also on the library *Facebook* page and website. The Library Director should notify local media outlets, library staff (by phone & email) and library trustees (email) of closures due to inclement weather. The Library Director or designee should use reasonable efforts to consider the safety of all staff and/or patrons including minors who are currently in the library at the time of closure and consider whether it is safer to remain in the library until weather conditions improve.

In the event of Tully Central School closing or early dismissal, any school related library programming for that day will be cancelled. The library may remain open on such days.

Staff members will be paid for their regularly scheduled work time when the library is closed due to inclement weather, whether their whole shift is cancelled or if they are told to go home early. When the library is open during inclement weather, a scheduled employee must notify the director if they are unable to report to work for a weather related reason. At the discretion of the Library Director, that employee’s schedule may be adjusted to make up for the lost time.

Inclement Weather Computer Policy During inclement weather that includes the threat of an electrical storm, thunder and/or lightning, and wind driven or other power surges/failures the library will shut down computers and other electrical devices until the storm subsides.

Approved by the Tully Free Library Board of Trustees 20-Sep-2014 The Tully Free Library Board of Trustees reserves the right to amend this policy with no prior notice.
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