

Effective Date: January 2004

Emergency Closing Policy

Closing the Library is an administrative decision of the Library Director or Designee and an officer of the Library Board of Trustees. If New York State, Monroe County, or other local governmental organization declares a state of emergency, the library will be closed.

Payment:

Librarians and clerks scheduled to work will be paid for hours lost because of closing, whether they are at work at the time of closing or not. Pages will be paid for their scheduled hours of employment if they are already at work at the time of closing; at the Library Director's discretion, those scheduled to work will be paid.

Staff members scheduled to work that day should check the TV/radio stations for listed closings.

Emergency Closing Procedure

The following actions will be taken in the event of an emergency closing:

- The Library Director/Designee will inform the staff and volunteers who are scheduled to work that day
- Programmers will contact program registrants to notify them of the closing
- The Library Director/Designee will input the closing on 13 WHAM's School and Community App: <http://13wham.com/weather/closings/school-closings-admin>
- The Library Director/Designee will post about the closing on Facebook
- The Library Director/Designee will inform the clerks of the three municipalities
- Library Director/Designee will send out an email to mclslist@libraryweb.org to notify other member libraries of the closing
- When the library reopens, staff will check in all items returned that day and the day(s) during the emergency closing with the date of the first day of the emergency closing

Adopted: January 2004

Revised: August 2016

Reviewed: