

## Town of Beaverlodge Library Board Policies

<b>Policy Name</b>	<b>Library Hours</b>
Policy Number	09
Legislative Authority	Libraries Regulation AR 141/1998 s.7(2)(f)

**Purpose** To provide the hours of service for the Beaverlodge Public Library.

**Definitions** Library means Beaverlodge Public Library

Library Board means Town of Beaverlodge Library Board

Library Board Member means a person appointed to the Town of Beaverlodge Library Board

**Policy** 1. The Library will be open to the public during the following days and hours of the week:

- Monday, Tuesday, Thursday and Friday: 10.00 a.m. to 6.00 p.m.
- Wednesday: 10.00 a.m. to 7.00 p.m.
- Saturday: 12.00 to 4.00 p.m. (except as noted in 3 below)

2. The Library will be closed for all Sundays and Alberta statutory holidays.

3. The Library will also be closed for the following days:

- Easter Monday
- Heritage Day (the first Monday in August)
- Boxing Day (December 26)
- Three additional days at Christmas
- One additional day at New Year's
- Saturdays of holiday long weekends.

4. Changes to the above hours of operation must be approved in advance by a Library Board motion.

5. The Library Manager may authorize the Library closure in emergency situations (e.g. power failure, extreme weather conditions). If possible, the Library Manager is to inform the Board Chair or one other Board Member and notify the public.

6. The public must be notified of changes to the Library hours of operation and closure dates in advance, except in emergencies.

## Town of Beaverlodge Library Board Policies

Original Effective Date:	March 21, 2018	Chairperson's Signature	Chairperson's Name Jini Palmer
Review Due Date:	March 2020		