

MONROE PUBLIC LIBRARY - LIBRARY CLOSINGS

Approved: 11/7/96 Revised:
Reviewed: 5/1/03, 4/1/04

1. If severe weather/road conditions endanger staff or patrons the library will be closed. Determination will be made by the Library Director, or by the senior staff member at the library if the Director is not available to make the decision. Staff seniority is as follows 1. Library Director, 2. Technical Services Librarian, 3. Children's Librarian, 4. ILL Librarian, 5. Associate Librarian, 6. Library Assistant II.
2. The library needs a minimum of two staff to operate it. In the event that only one staff member is able to work when the library is open, the staff person will close the library.
3. The library may be closed with the approval of the Library Board for annual cleaning, staff in-services, etc.