

Burlington Public Library  
22 Sears Street  
Burlington, MA 01803

## **Emergency Closing Policy**

The purpose of this policy is to address situations that occur when the library must close due to emergency situations such as weather conditions, health epidemic, or building issues.

1. In order to open to the public, the minimum required coverage of qualified personnel is as follows: two staff members at the Circulation Desk, one staff member at the Youth Services Desk, one staff member at the Reference Desk, one additional staff member on the second floor.

2. During the hours that Town Hall is open (8:30-4:30 Monday-Friday), the library will maintain its usual daytime schedule as long as Town Hall is open and minimum staffing is met.

3. If Town Hall delays opening until after 10:00 a.m. or closes before 4:30 p.m. due to weather conditions, the library will do the same.

4. The closing of the library at any other time is at the discretion of the library director based on current or projected road conditions, weather forecasts, health, safety, or building concerns. The library director shall notify the chairman or at least one trustee.

5. If the library director is unavailable (cannot be reached or expected to return call for more than 1 hour), the senior staff member (defined by classification rather than longevity) shall act in the place of the director.

6. If the library closes to the public because of a health epidemic which further results in insufficient minimum staffing levels, all healthy staff members are expected to report for work.

7. Every effort will be made to reach staff members impacted by schedule changes. Additionally, the staff information line can be checked at 781-270-1778. On weekdays, staff may also check with Town Hall 781- 270 -1600 which opens at 8:30 a.m.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as needed.