

## **The Hudson Library and Historical Society**

### **LIBRARY EMERGENCY CLOSURE POLICY**

**11/2013**

#### **I. Statement of Purpose:**

The Hudson Library and Historical Society makes every effort to maintain its operational schedule, however, there may be certain circumstances which necessitate the Library close early, open late or not open at all. These include but are not limited to the following:

- Temperature extremes in the building
- Hazardous weather conditions
- Power failure which precludes the safe and efficient delivery of service
- Capital Improvements to the building
- Staff In-Service Training

The Library Director is responsible for making this determination, and notifying the required parties.

#### **II. Guidelines:**

If conditions arise which warrant a Library closure the Library shall implement the following actions:

- Notify staff members (through phone/email/text message)
- Place a “closed” message on the Library’s telephone system
- Place a notice on the Library’s website and various social media sites
- Place a closed sign on the buildings front entrance (if possible)
- Notify local media outlets