

<b>Boone Area Library</b>  POLICY AND PROCEDURES	Section:  General	<b>BALP No: 2</b>  <b>Page: PAGE 1 of NUMPAGES 1</b> <b>Reviewed 1/16/2024</b> <b>Effective Date: 4/1/2022</b> <b>Supersedes: 2/2019</b>
	Title:  <b>Inclement Weather</b>	

## 1.0 Policy

### 1.1 Policy Statement

The purpose of this policy is to clearly state the factors that drive the closure of Boone Area Library due to inclement weather. Library closure can occur prior to the library's being opened for the day or at any time during the day due to expected or changing weather conditions, including but not limited to snow, ice, sleet, flood, or hurricane, which could cause hazardous conditions for employees and patrons in transit to, or from, the library.

### 1.2 Scope

This policy is applicable to all employees of the Boone Area Library.

## 2.0 Guidelines

- 2.1 In the event of inclement weather, the Library Director, or person designated by the Director, will use their discretion when closing the library. The Daniel Boone Area School District's closed/delayed decisions can be used as a guide in determining the closed/delayed decision of the library.
- 2.1.1 Closing information will be posted on channel 69 WFMZ, on their website ([www.wfmz.com](http://www.wfmz.com)), and on the library's Facebook page.
- 2.1.2 No fines will accrue on materials due when the library closes due to weather conditions.
- 2.1.3 If the determination is made that the library will open or remain open, it is up to the discretion of each employee to come in as scheduled or not. There will be no disciplinary action taken related to the employee's attendance. If the library is closed, employees will not be paid for hours not worked. However, if there is a modified schedule, (late open or early close) staff that is already scheduled to work that day will be paid for their full scheduled shift.
- 2.2 The Director (or their designee) is responsible for announcing different opening/closing times by using the following outlets:
- Channel 69 WFMZ-TV Stormcenter via their online entry system;
  - The library Facebook page, Boone Area Library;
  - Posted on the door to the library, when possible;
  - An updated telephone message, when possible.

<b>Boone Area Library</b>  POLICY AND PROCEDURES	Section:  General	<b>BALP No: 2</b>  Page: PAGE 1 of NUMPAGES 1 <b>Reviewed 1/16/2024</b> <b>Effective Date: 4/1/2022</b> <b>Supersedes: 2/2019</b>
	Title:  <b>Inclement Weather</b>	