

# **Inclement Weather & Other Emergency Closing Procedure**

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It shall be the sole responsibility of the Library Director to determine whether the library shall be closed due to inclement weather or other emergency. In the event of the Library Director's absence, the Assistant Director will make the decision.

Approved July 20, 2010

## **Procedures:**

If the Director determines the library shall be closed due to inclement weather, he or she will notify all supervisors of this decision. It shall be the responsibility of each supervisor to notify all his or her departmental staff. In addition, notification of the closing will be given to local radio and TV stations.