

Emergency Closure Policy

It is the policy of the Thorp Public Library (TPL) to ensure the safety of all of its patrons and library staff. Library administration will make every effort to maintain regular library operating hours. However, at times, the library may have to close, shorten hours or cancel programs or reservations due to emergency conditions.

Library Closure

To ensure safety of patrons and library staff, the TPL will consider closing the library, shortening hours of operation or cancel programs based on one or more of the following:

1. Hazardous travel conditions, weather advisories or the closure or delay of the Thorp Public School district due to inclement weather
2. Building conditions and/or equipment failures have created an unsafe environment (i.e. power outage, failure of the heating system, flooding)
3. General health or safety conditions or other emergency circumstances out of the library's control
4. State mandated closures

Procedure

In the event that any of the above conditions arise, the Library Director, in consultation with the library board president and/or the library board, will make the decision to close the library, shorten hours or cancel a program or reservation. Closures or delays are announced on local newspapers, if possible, the library phone message, and library website and social media outlets. Staff should be informed by 6:30 the day prior of the library closure by phone or email if possible. Additionally, if the library closes for the whole day, all library loan periods on items will be extended.

Extended Closures

For extended closures (of more than one day) the library board will be called to facilitate further discussion. Story time and meeting room use will be cancelled for any extended closures.

Approved by Thorp Public Library Board

Dated: May 20, 2020