

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

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| Policy Type: Operational | Policy Number: OP-16 |
| Policy Title: Closures for Emergencies | Policy Approval Date: 10/13/20 |
| Chairperson: V. Duke | Policy Review Date: 11/24 |

Intent:

The Muskoka Lakes Public Library Board (herein after referred to as the Board) endeavours to ensure that Muskoka Lakes Public Library (hereinafter referred to as the Library) remains open to serve the public for its scheduled operating hours. However, it also recognizes that there may be unforeseen and unavoidable circumstances beyond the control of the Board or staff that prevent the Library from being open.

Regulations:

The CEO or designate will make the decision as to whether the circumstance requires the closure of the Library. In the event of a fire, accident, catastrophe or other emergency, the closure may be imposed by emergency services. In such an event, the staff will co-operate with the emergency service officials.

Procedures:

1. The CEO will consider many factors before closing the Library. The factors may include, but are not limited to:
 - i. the safety and well-being of staff and users
 - ii. the ability of the Library to provide service
 - iii. circumstances outside the Library that may threaten the security of staff and users inside the Library
 - iv. the need for the staff to co-operate with other agencies responsible for health and safety and local emergency preparedness
2. The closure of the Library will be communicated to staff, posted on the website, social media, and at the Library facilities to be closed, if possible. The CEO (or designate) will endeavour to contact staff and volunteers scheduled to arrive later in the day, along with those registered in programmes scheduled for after the closure.
3. The CEO (or designate) will endeavour to ensure that the Library is as secure and protected, as possible.

Related Documents;

MLPL OP-09 Inclement Weather
MLPL OP-15 Epidemic/Pandemic
MLPL OPHR-12 Closure and Inclement Weather Remuneration

