

SEVERE WEATHER POLICY

The Rochester Public Library rarely closes for severe weather in accordance with our commitment to public service. Because the Library is an independent entity it will not automatically close when other institutions are closed. The following guidelines outline in what conditions closures may occur:

Snow and Winter Hazards

Level 1 Alert – Roadways are hazardous, drive with extreme caution

The library will maintain regular hours. Staff will closely monitor the developing weather conditions.

Level 2 Advisory – Roadways are extremely hazardous with blowing and drifting snow and or flooding.

The Library will maintain limited hours. Staff will closely monitor the developing weather conditions. Library staff will open the library at the normally scheduled time, but are not required to arrive early to complete circulation tasks such as delivery and book drop check in. Closing will occur at 5:00pm to allow employees to travel safely home. Patron fines for late library materials will be waived until two working days after the emergency conditions have ended. Whenever possible, pick up dates for reserve items will be extended and items renewed over the phone.

Level 3 Emergency – Most roadways are closed and extremely hazardous/flooded.

All library services will close. Employees are encouraged to remain in their homes and off the roads. Fines for late library materials will be waived until two working days after the emergency conditions have ended. Whenever possible, pick up dates for reserve items will be extended and items renewed over the phone. Employees and patrons should monitor the situation via local media accouchements.

Exceptions to these Guidelines

The Library Director, at her or his discretion, may override the above policies if it appears that weather conditions are improving or worsening. In the event that a decision is made to supersede that policy all affected staff members will be contacted by the Library Director.

Tornadoes, Flooding and Other Hazardous Conditions

Closing is at the discretion of the Library Director in consultation with the Library Board President. If the Library is open during a tornado watch or warning, employees should consult the Library Disaster Plan for safety information.

Notifications to Public

The following forms of notification should be provided for library patrons in the event of a weather related change in Library hours.

- Announcements on local radio and television stations (contact information attached).
- A notice on the front doors of the Library/Village Hall when possible.
- A recorded notice on the library answering machine when possible.
- Contact with staff at the Village Offices if possible.

Staff Considerations

If the Library is forced to close because of adverse weather conditions or other emergency situations, staff will receive pay for the full time which they were scheduled.

If a staff member chooses not to work during her or his scheduled hours due to adverse weather conditions, the staff member will not receive pay for hours missed. Employees may make up lost time, deduct the time from any accumulation of vacation or personal days, or take a day without pay.

Adopted: February 4, 2010

Rochester Public Library District