

Policy Section	Board
Severe Weather Closing Policy	Approved Date 10-2001
Arlington Public Library	Reviewed/Revised 01-22-2015 Reviewed 06/19/2018

Severe Weather Closing Policy

Severe weather may necessitate closing the Library or closing early for the day. The decision to close will be made by the Director. If the Director cannot be reached by phone, the decision to close will be made by the librarian on duty, after an initial attempt has been made to contact the director for guidance.

Criteria for not opening the library or closing early: the decision to close the Library early or not to open due to severe weather will be based on a combination of factors.

- The area school system is shutting down or has decided not to open for the day.
- Severe weather has blocked or seriously impeded access to the community and the state highway patrol has asked that people not be on public highways unless it is an emergency.
- The weather forecast has indicated a continuing deterioration of conditions.
- The staff feels that they would be endangering their life to make it into work or to get home.

Time Frame: Every attempt will be made to give patrons and staff a 30 minute warning that the Library will be closing early due to deteriorating weather conditions; however, do not hesitate to shorten the time frame or close the building immediately if weather conditions are severe enough to merit urgent concerns about public safety.

Messages about early closing or not opening for the day:

- Call KOEL radio-AM at 319-283-1234 and ask them to make an announcement regarding closing or if possible contact KCRG-TV and put on area cancellations.
- Leave a message on the Library answering machine.
- If possible-make a sign for the door.