

Code	<i>OPS-014</i>
Policy Title	Inclement Weather Policy
Category	Operational & Facility Policies (OPS)
Cross-Reference	--
Appendix	Closure Communication Templates
Date Adopted	March 2023
Date Reviewed	January 2026

Policy Statement

The Robert R. Jones Public Library prioritizes the safety of patrons and staff during inclement weather. The library may close, delay opening, or close early in response to hazardous weather conditions.

PROCEDURE

Library Closures & Delays

The decision to close or delay opening will be based on the following factors:

- Severe weather warnings (e.g., winter storms, blizzards, tornadoes, extreme heat/cold).
- Road conditions and travel advisories issued by local authorities.
- Closures of local school districts (Bicentennial Elementary and surrounding districts).
- Staff availability and the ability to maintain a safe environment for patrons.

Notification of Closures

If the library closes due to weather, notifications will be posted on:

- The library's website and social media platforms.
- Local news stations (when applicable).

Late Openings & Early Closures

- If conditions improve, the library may open late rather than close for the entire day.
- If conditions worsen during operating hours, the library director or designated staff and Board Chair may determine an early closure.

Emergency Procedures

- In the event of sudden severe weather (e.g., tornado warnings), staff will direct patrons to designated shelter areas.
- If extreme weather prevents staff from safely commuting, the library may operate with limited services or remain closed.

Closure Communication Templates

1. Full Closure

Website / Social Media / Email Template:

Notice: Library Closed Today

The Robert R. Jones Public Library will be **closed today due to inclement weather**. We apologize for any inconvenience and encourage patrons to stay safe.

All scheduled programs and events are canceled. The library will reopen at its regular hours once conditions improve.

Staff Phone Script:

"Hello, thank you for calling the Robert R. Jones Public Library. Due to inclement weather, the library is **closed today**. All programs and events are canceled. Please stay safe, and we hope to see you when we reopen at our normal hours."

2. Delayed Opening

Website / Social Media / Email Template:

Notice: Library Opening Delay

The Robert R. Jones Public Library will open at [insert time] today due to hazardous weather conditions.

We appreciate your understanding and encourage everyone to travel safely. Any scheduled programs before [insert time] are canceled or rescheduled.

Staff Phone Script:

"Hello, thank you for calling the Robert R. Jones Public Library. Due to the weather, the library will open at [insert time] today. Please plan your visit accordingly, and stay safe. Programs scheduled before this time are canceled or rescheduled."

3. Early Closure

Website / Social Media / Email Template:

Notice: Early Library Closure

The Robert R. Jones Public Library will close early today at [insert time] due to worsening

weather conditions.

We encourage all patrons to leave safely. Programs and events scheduled after [insert time] are canceled. Thank you for your understanding.

Staff Phone Script:

“Hello, thank you for calling the Robert R. Jones Public Library. Due to worsening weather, the library will close early today at [insert time]. We encourage patrons to leave safely. Any programs scheduled after this time are canceled. Thank you for understanding.”